



# ST ALBANS SUB-AQUA CLUB LTD

Cottonmill Swimming Pool  
Cottonmill Lane  
St Albans  
Hertfordshire  
AL1 1HJ

Tel 01727 859829

## MINUTES OF COMMITTEE MEETING

**DATE:** Monday 3 July 2006

**REF:** 06.3

**No:** 26 (Since Sept 03)

### Committee Members Present

Roy Harrison (RH)	
<del>Treasurer - Rosemary Bennett (RB)</del>	Apologies
Secretary - Howard Clowes (HC)	
<del>Membership Secretary - Ian Griggs (IG)</del>	Apologies
Diving Officer - Lisa Shafe (LS)	
Social Secretary - Nadine Gardner (NG)	
Equipment Officer - Paul Compton (PVC)	
<del>Premises Officer - Stephen Archer (SA)</del>	Apologies
<del>Bar Manager - Peter Kilcline (PK)</del>	Apologies
Assistant Premises Officer - Pete Child (PAC)	
Mark Ballet (MB)	Apologies
<del>Simon New (SN)</del>	Apologies
Cath Kirby (CK)	
<del>Richard Ellis (RE)</del>	Apologies

### Ordinary Club Members Present

Robin Smith (RS)

REF	ITEM	ACTION	DUE
06.3.02	<b>APOLOGIES FOR ABSENCE</b>  As noted above		
06.3.03	<b>CLUB MEMBERS AOB</b>  <b>RS</b> - Valkyrie – A new trailer has been bought, but what happens to the old trailer? Keep & use as launching trailer? Do we keep Valkyrie? RH suggested putting off these decisions until more members are present, and it was agreed that they would be considered at the end of this season (Nov) and voted on before the start of next season. No change on Diver Cox'n policy. We now have a new radio. LS suggested more use of dry marshals and non diving coxen to increase boat use.		

<u>REF</u>	<u>ITEM</u>	<u>ACTION</u>	<u>DUE</u>
	<p><b>RS</b> - MB's Business Plan needs some action. NG suggested we all respond to our actions or say if they don't have the time. (See MB's email at Appendix 2) . PVC suggested a sub-committee - to be considered later.</p>	All	
	<p><b>Ali Humphrey</b> - H&amp;S needs to be picked up. Sue Stewart may be volunteerable. LS to speak to Spike.</p>	LS	
<b>06.3.04</b>	<p><b>MINUTES OF LAST MEETING (and other procedural matters)</b></p> <p>The minutes of the last meeting were approved, subject to showing SA as being present for the latter part of the meeting.</p>	HC	
<b>06.3.05</b>	<p><b>MATTERS ARISING</b></p> <p><b>Issues outstanding from previous meetings:-</b></p> <p>A copy of the Terms and Conditions of Membership needs to be placed on the website for reference</p> <p><b>CASC</b> (Community Amateur Sports Club) – RB to take over this from RG. Now passed on to HC.</p> <p>The till needs to be re-programmed for the new drinks.</p> <p>Access to the membership database by committee members generally is still outstanding. There is now a committee area of the website.</p> <p>RB has telephoned the cleaners to enquire about the details of our contract. It was originally set up by Hannah Greenham, and they are contracted to visit fortnightly on Tuesdays – Hoover and clean WC's etc. RB to seek alternatives to see if we are overpaying, or see if we can employ a cleaner direct.</p> <p>We now have an additional phone number – 0845 612 3248 PAC will put up a sign outside the Club showing this number, and the opening times. LS to talk to Pete Owen about a new sign over the door, but needs the artwork.</p> <p>PAC would like to be continuously appraised of members' renewal status in order that he can enable/disable key fobs.</p> <p>PAC - The alarm system is badly in need of maintenance/ replacement. PAC/HC have estimated a cost of £350. The meeting approved expenditure on a new/refurbished alarm system up to a limit of £350.</p> <p>RB reported that there have been problems with the bank transferring the Treasurer, and no bank statements are being received. RB will go into the bank and sort it out before the next meeting. PVC now reported that the bank mandate has now been sorted.</p>	<p>HC/SG</p> <p>HC</p> <p>PAC/PK</p> <p>IG</p> <p>RB</p> <p>PAC/LS</p> <p>IG</p> <p>PAC/HC</p> <p>RB</p>	<p>Ongoing</p> <p>Ongoing</p>

<u>REF</u>	<u>ITEM</u>	<u>ACTION</u>	<u>DUE</u>
	<p><b>NG</b> has been to Sopwell resident's meeting - HC to contact to get phone no changed.</p> <p><b>Closed Actions Since last meeting</b></p> <p>RH has spoken to BH, rather than write a letter.</p>	HC	
<b>06.3.05</b>	<p><b>CHAIR'S REPORT</b></p> <p>RH said that it was not generally his intention to submit reports to committee meeting, so this item will be removed from future agenda.</p>	HC	
<b>06.3.06</b>	<p><b>TREASURER'S REPORT</b></p> <p>As submitted - see Appendix 1</p>		
<b>06.3.07</b>	<p><b>SECRETARY'S REPORT</b></p> <p>As submitted - see Appendix 1</p>		
<b>06.3.08</b>	<p><b>MEMBERSHIP SECRETARY'S REPORT</b></p> <p>As submitted - see Appendix 1</p> <p>New membership is not easy for a lot of people on the committee to drive through on a Wednesday night if IG is not present. More forms are needed, as well as some guidance on how much to charge. Forms urgently needed for Saturday (IKO). 200 Club board to become Membership Board. IG/RS will help (via email). IG needs to educate committee on how membership works. The membership matrix needs some minor amendments. RS to circulate revised copy of matrix.</p>	IG	
<b>06.3.09</b>	<p><b>DIVING OFFICERS REPORT (Incorporating Training)</b></p> <p>As submitted - see Appendix 1</p> <p>Ollie Wells should be a new Ocean Diver. Couple of incidents last week - there will be a debrief on Wednesday 12th. SMB run over by a boat and a lost weightbelt. A third one was the loss of a goody bag!</p>		
<b>06.3.11</b>	<p><b>EQUIPMENT OFFICER'S REPORT</b></p> <p>As submitted - see Appendix 1</p>	.	
<b>06.3.13</b>	<p><b>PREMISES OFFICER'S REPORT</b></p> <p>As submitted - see Appendix 1</p>		

<u>REF</u>	<u>ITEM</u>	<u>ACTION</u>	<u>DUE</u>
06.3.14	<b>BAR MANAGER'S REPORT</b> As submitted - see Appendix 1		
06.3.15	<b>SOCIAL SECRETARY'S REPORT</b> As submitted - see Appendix 1  BBQ for Andy Flowers went OK. IKO on Saturday - all organised. Magician, band and circus performers. We are still looking for items for the tombola. Quiz night on 23 September (RB). Discos need booking for Halloween, Christmas and Dinner Dance.  NG planning to do something for new members.  SA booked club for 29 July.  St Columba's used Clubhouse last week for a group of 85 boys. They might like to use it again. £75 per event. NG to invoice.  HC needs a spare key.  Last car out to put up car park chain.	All  NG  NG  -  NG  PAC  All	
06.3.17	<b>200 CLUB REPORT</b>  The 200 Club is temporarily suspended.		
06.3.18	<b>WEB SITE REPORT</b>  As submitted - see Appendix 1		
06.3.19	<b>PUBLIC RELATIONS REPORT</b>  None received		
06.3.20	<b>HEALTH AND SAFETY REPORT</b>  None received		
06.3.22	<b>AOB</b>  <b>PAC</b> - IKO - Is any special equipment, lighting etc required? RH to find out and get back to PAC.  <b>RH</b> - IKO - Games being made this week (Phil Anderson). Entertainment sorted. We just need punters! CK organising food.  <b>NG</b> - Festival of Life July 16th.  <b>LS</b> - can we update committee notice board? LS to action.	RH/PAC    LS  LS	

<u>REF</u>	<u>ITEM</u>	<u>ACTION</u>	<u>DUE</u>
06.3.08	<p><b>RH</b> - 3 senior members have written a letter, and have complained that their membership has gone up so much that they are not going to renew. IG to let committee know the exact figures. RH to call IG. Student rate ought to include all concessions.</p> <p><b>RH</b> - UWH member joining - his dad/mum wants to join. Abated membership agreed @ £25 each. And £25 for any number of kids.</p> <p><b>Meeting Dates:</b></p> <p>Dates for future Meetings:-</p> <p>14 August 2006  25 September 2006  6 November 2006  18 December 2006  29 January 2007  12 March 2007  23 April 2007</p> <p>All at the Clubhouse starting at 8pm.</p>	<p>RH/IG</p> <p>IG</p>	

## APPENDIX ONE - OFFICERS' REPORTS

### Chair's Report

None received

### Treasurer's Report

#### **Bank balances from statements dated 11 June 06**

Main account	3,211.26
Bar account	1,435.99
Reserve account	21,032.73

#### **Quicken balances as of 30 June 06**

Main account	2,487.59
Bar account	525.99
Reserve account	21,032.73

Additional information:

- . Telephone banking is now available.
- . HSBC have agreed to open a new account that will be called SASAC Mutual Fund. This account will be opened as soon as I have collected i.d. and signatures from all of the people involved.

#### **St. Albans Sub-Aqua Club Main Account**

#### **Details of transactions for the period 11/05/06 to 03/07/06**

Date	Payee	Details	Debit £	Credit £
17/05/06	A. Mawford	Car park barrier		£99.20
				£1,495.00
23/05/06	Barnet Marine Ltd	New trailer		0
31/05/06	A. Mawford	Spare wheel for trailer		£64.63
31/05/06	A. Mawford	Petrol re: new trailer		£30.24
31/05/06	R. Smith	Petrol re: new trailer		£52.10
09/06/06	Blue Water Horizons	Strip down trailer & report repairs		£225.60
09/06/06	Blue Water Horizons	Club boat		£94.67
09/06/06	Blue Water Horizons	Club boat		£90.48
17/05/06	Club boat income	Portland 6/7 May (P. Compton)	£170.00	
27/06/06	Club boat income	Club holiday	£560.00	
17/05/06	Absolute clothing			£131.54
27/06/06	Absolute clothing		£93.50	
17/05/06	Nitrox training course	P. Leon	£420.00	
17/05/06	P. Leon	Nitrox training packs		£420.00
22/05/06	Air Products plc	Nitrox		£30.60
22/05/06	Air Products plc	Nitrox		£140.88
22/06/06	Air Products plc	Nitrox		£29.61
22/06/06	Air Products plc	Nitrox		£70.27
27/06/06	Nitrox income		£215.00	
17/05/06	Diving income	Equipment hire	£10.00	
27/06/06	Diving income	Equipment hire	£20.00	
17/05/06	Premises income	Hire by Historical Diving Society	£25.00	

18/05/06	Membership subscriptions		£2,728.41	
09/06/06	BSAC subscriptions			£772.50
17/05/06	BPM cleaning services			£85.00
28/06/06	BPM cleaning services			£85.00
11/05/06	British Gas			£35.50
12/06/06	British Gas			£35.50
14/06/06	Chiswell Pools	Chemicals for pool		£288.30
28/06/06	Chiswell Pools	Chemicals for pool		£230.30
22/05/06	Entanet			£18.80
21/06/06	Entanet			£18.80
24/05/06	H. Clowes	Companies House annual return		£15.00
31/05/06	J. McCormack	Advance for fish tank		£50.00
02/06/06	Powergen			£239.00
01/06/06	SADC	Rates		£35.00
01/07/06	SADC	Rates		£35.00
28/06/06	SADC	Rent		£237.50
01/06/06	Three Valleys Water			£25.84
01/07/06	Three Valleys Water			£22.85
		<b>Total Inflows</b>	<b>£4,241.91</b>	
		<b>Total Outflows</b>		<b>£5,204.71</b>
		<b>NET TOTAL</b>		<b>-£962.80</b>

### St. Albans Sub-Aqua Club Bar Account

#### Details of transactions for the period 11/05/06 to 03/07/06

Date	Payee	Details	Debit £	Credit £
22/05/06	Beer Seller			£439.13
23/05/06	Paid in by P. Kilcline		£650.00	
19/06/06	Paid in by P. Kilcline		£420.00	
20/06/06	Beer Seller			£590.00
		<b>Total Inflows</b>	<b>£1,070.00</b>	
		<b>Total Outflows</b>		<b>£1,029.13</b>
		<b>NET TOTAL</b>		<b>£40.87</b>

## **Secretary's Report**

I now have an acknowledgement from the Council that they have received our new rules, and that their lawyer will be in touch if there are any remaining issues. I have also received a copy of our new license, which ought to be framed and displayed here at the Clubhouse.

I have also received acknowledgement concerning our appeal against the planning condition which obliges us to be off the premises by 12:30am. We are requesting a relaxation of this to 1:30am on one Saturday per month. A copy of the procedures and timetable was sent to me and circulated to the committee list earlier this month. The Council will be contesting the appeal on the grounds of nuisance to neighbours. We should hear by August.

I've registered for web filing at Companies House, which should save the club £15 a year, and have used it for our Annual Return. The Annual Report and all 288's have now been sent off to Companies House, and we are now up to date.

Howard Clowes  
Secretary

## **Membership Secretary's Report**

None received

## **Diving Officer's Report (Including Training)**

641 Dives completed to date this year and logged with me  
128 of these were in May  
81 to date in June

of all the dives this year 76% Were on air, 19% on nitrox and 5% on a rebreather

I will speak to Reg about getting last years spreadsheet so that we can do a comparison

No incidences have been reported to me and I have not signed off anyone since the last committee meeting

Lisa Shafe

### Training

The three trainees on the OD course have completed everything apart from the open water dives.

I have a list of three people to start an OD course and four more PADI OW divers who want to do cross over to BSAC as OD's. Two of the PADI divers actually want to do the whole OD course as they were not happy with their PADI training in Greece.

Paul Compton



## **Equipment Officer's Report (Including Boat)**

The DV on the 'orange' oxygen kit needs to be serviced, which will be arranged when I get back from Weymouth. The cylinder on the second oxygen kit will need a test in November.

No problems with any of the other kit.

Paul Compton

## **Premises Officer's Report**

Due to these issues (storage of boat trailer) being raised I have made no further progress in any planning for the club. I've also been swamped with work and whereas if we'd had a clear path to travel would have made some progress this has dropped below the line of my priorities because of the uncertainty.

Should we decide to continue as before and put the trailer somewhere else one of the next things I need are the plans, but then Howard will need to know what to draw as well!

Stephen Archer.

## **Bar Manager's Report**

### General

There has now been a number of major events, one each month, which should result in continuing improvement in bar profits.

### Stock Take

A stock take will be done on 1<sup>st</sup> July 2006. This will be used by the Financial Secretary to bring the accounts up to date. I will also review prices at this time to ensure we are maintaining, or improving, margins.

### Beers

We are now changing the real ale option on a monthly basis. This gives variety, and ensures that our costs are kept low. I have also endeavoured to select ales with an ABV of between 3.5 and 3.8%. These tend to sell better than the stronger ales. This new policy is going very well.

We are now sourcing our bottled beers from other suppliers than Beer Sellers, and the profit margins have increased substantially.

### Wine

Good quality wines are now being sold only by the bottle. Boxed wine is sold by the glass. So far, this appears to be working well. This new wine policy has just now been extended, in that we have started selling both Sparkling wine and Champagne (only by the bottle). I will report on how these work out at the next meeting.

### Spirits

A few complaints have recently been made that the mixers (tonic water/soda water) have on occasion been flat. This is a consequence of using large 2L bottles, rather than individual small bottles. As the large bottles are vastly more profitable, I am implementing a new policy. In future, if there is less than 1/3 left in any large 2L sparkling drink at the end of an evening, the remaining 1/3 will be considered wastage. It will be given away to any takers; otherwise it will be dumped. This will still work out far more profitable than having small bottles, and will also ensure that we can maintain acceptable quality.

#### Beer Seller

Two minor issues have occurred recently with beer seller.

- They have delivered 48 113ml bottles of orange juice, rather than 36 180ml bottles.
- Our credit note for overcharging on a Keg (by £25) does not yet appear to be reflected on our statement.

These issues are being worked through with them, and will be reported upon in the next report.

#### Health and Safety

Nothing new to report.

#### New Licensing rules/Planning

Howard is dealing with this.

#### Bar Rotas/Instructions

The instructions have still not been updated. This will be done by week ending 30 June 2006.

Pete Kilcline

### **Social Secretary's Report**

None received.

### **Webmaster's Report**

#### Web Site:

Now over 5200 views of the main page since the site was redesigned. Other than myself; Stephen, Nadine, Paul and Ian have updated pages.

#### Mail Lists:

I'm not going to be around much over the next month. For the next couple of weeks please email me any announcements to go out - if you don't email me then I will assume there are no announcements this week. I'm on holiday 8-23 July so it really needs someone else to send out the email during that time.

#### Matters Arising from last month's minutes:

The action to provide timely access to membership records should no longer be recorded against me, please can it be switched to Ian?

If Ian (or anyone) can provide me with a current copy of the database I will put it in the committee area on the web site and also update the online contacts lists.

### **PR Officer's Report**

None received

### **Health & Safety Officer's Report**

None received

## APPENDIX TWO – MARK BALLETT'S EMAIL – 27 MAY 2006

Hi all, in an effort to move the plan forward I have gone through everything that has been added to the club site and I have just posted the note attached below. I think this is the best "next step" and hope that you agree.

I'm not sure how I ensure that everyone, who needs to, gets this. Please let me know what you think.

"The Business Plan Meeting on 24th April agreed on certain "points for the committee to consider" which Steve & Stephen have now expanded on above.

Since then, Ali has produced some additional policy suggestions wrt our wider engagement with sport & the community.

As yet, some month or so since we discussed it, we haven't made any real progress with producing an Activity Plan for the rapidly eroding 2006. Lisa, Simon and I met last Wednesday to discuss this but without getting very far.

As I suggested having a plan I feel some responsibility for trying to make this happen, as without some idea of what we are going to do to at least preserve current membership income, if not increasing it, the Club's finances are unlikely to improve and we will be limited in what we can do to the property and in replacing aging equipment.

We have recently decided to replace the boat trailer from our dwindling reserves of cash which can only last so long. The smaller our reserves become the less likely will be our recovery as we will not be able to afford to invest in marketing, which is something that we haven't done much of, but I commend to you all.

From the ideas that came out of the meeting on the 24th, I think we have the following specific actions in order to develop the basis of an activity plan, for which I have provisionally assigned committee members, completely outside of my remit, but in a genuine effort to get some specific actions agreed, rather than continue to have an overly complicated debate:

1. How many new snorkelling members are we planning to have this year and next, when will they join, and how much will this bring in income? What are the associated costs and what is the course programme? **Action: Roy**
2. What training courses are we going to offer to divers this year? When will they be? If it's just going to be Sports Diver & above fine, but what courses? If they are ones that other local clubs are unlikely to be able to offer, so much the better. How are we going to structure instructors? Are we going to have instructor training teams? If so, how will this work, who and when? **Action: Lisa**
3. What "new member integration" activities are we going to use? **Action: Nadine**
4. Which local clubs are we going to approach to see if they want to merge with us? What should we do, who and when? **Action: Howard**
5. What are we doing about retention of existing members? Are we going to send out the questionnaires I produced in February? If so, when are they going out? Who is doing it? **Action: Ian**
6. What "non cognate" or even "cognate" training programmes are we going to put in place aimed at more experienced divers? When are they going to take place and who is going to run them? **Action: Stephen**
7. What can we do to try and recruit more experienced divers to join the Club? What will we do, when and at what cost? **Action: Mark**

I suggest that the above named individual takes personal responsibility for coming up with a specific answer to these questions before our next committee meeting, so we can pull them together into a compelling and aligning whole. Some of these actions will require assumptions to be made and it needs to be clear just what they are. Training and lecture programmes need to be long enough in advance to allow them to be publicised. I am happy to help with any of these tasks and I am sure other club members will be as well. Once we have clear answers to the above we will be in a better position to produce an activity plan for the Club.



# ST ALBANS SUB-AQUA CLUB LTD

Cottonmill Swimming Pool  
Cottonmill Lane  
St Albans  
Hertfordshire  
AL1 1HJ

Tel 01727 859829

## MINUTES OF COMMITTEE MEETING

**DATE:** Monday 21 August 2006

**REF:** 06.4

**No:** 27 (Since Sept 03)

### Committee Members Present

Chairman - Roy Harrison (RH)	
Treasurer – Rosemary Bennett (RB)	
Secretary - Howard Clowes (HC)	
<del>Membership Secretary – Ian Griggs (IG)</del>	Apologies
Diving Officer – Lisa Shafe (LS)	
<del>Social Secretary – Nadine Gardner (NG)</del>	Apologies
Equipment Officer – Paul Compton (PVC)	
<del>Premises Officer – Stephen Archer (SA)</del>	Apologies
<del>Bar Manager – Peter Kilcline (PK)</del>	Apologies
Assistant Premises Officer - Pete Child (PAC)	
Mark Ballet (MB)	
Simon New (SN)	
Cath Kirby (CK)	
<del>Richard Ellis (RE)</del>	Apologies

### Ordinary Club Members Present

Alan Mawford (AM)

REF	ITEM	ACTION	DUE
06.4.02	<b>APOLOGIES FOR ABSENCE</b>  As noted above		
06.4.03	<b>CLUB MEMBERS AOB</b>  <b>AM</b> reported that the compressor will need a major service over the winter period - Other modifications needed - Agreed  Oxygen kits - one kit is now unserviceable and parts are no longer available. Ideally we need two. Agreed to buy Marinor.  <b>MB</b> requested club policy on diver recall - AM to rig up an old cylinder with a hammer.	AM  AM  AM	



<u>REF</u>	<u>ITEM</u>	<u>ACTION</u>	<u>DUE</u>
	<p><b>RH</b> - 3 senior members have written a letter, and have complained that their membership has gone up so much that they are not going to renew. IG to let committee know the exact figures. RH to call IG. Student rate ought to include all concessions.</p> <p><b>RH</b> - UWH member joining - his dad/mum wants to join. Abated membership agreed @ £25 each. And £25 for any number of kids.</p> <p>Quiz night on 23 September (RB). Discos need booking for Halloween, Christmas and Dinner Dance.</p> <p>NG planning to do something for new members.</p> <p>St Columba's used Clubhouse last week for a group of 85 boys. They might like to use it again. £75 per event. NG to invoice.</p> <p>HC needs a spare key.</p> <p>Last car out to put up car park chain.</p> <p><b>Closed Actions Since last meeting</b></p> <p>None</p>	<p>RH/IG</p> <p>IG</p> <p>All</p> <p>NG</p> <p>NG</p> <p>PAC</p> <p>All</p>	
06.4.05	<p><b>CHAIR'S REPORT</b></p> <p>MB's business plan - we need to make decisions. Possibly 10ish new members from UWH team. RH thought snorkelling membership was rather high. MB said that we had agreed to try to entice qualified divers. Publicity needed, but someone needs to do it. SN suggested that it should have a permanent agenda item - Agreed. Questionnaires to be actioned by LS. Those involved to meet up a week on Wednesday 30 August 8pm.</p>	All	
06.4.06	<p><b>TREASURER'S REPORT</b></p> <p>As submitted - see Appendix 1 Paypal a/c now closed and £££ transferred to club. Mutual fund needs a replacement for Norman.</p>		
06.4.07	<p><b>SECRETARY'S REPORT</b></p> <p>As submitted - see Appendix 1</p>		
06.4.08	<p><b>MEMBERSHIP SECRETARY'S REPORT</b></p> <p>Membership - £1000 has been banked and September's reminders are out. RH to talk to IG to see if he would take over from HC as club secretary and Robin Smith would be asked to take on membership. MB would be on standby as Company Secretary.</p>		

<u>REF</u>	<u>ITEM</u>	<u>ACTION</u>	<u>DUE</u>
06.4.09	<p><b>DIVING OFFICERS REPORT (Incorporating Training)</b></p> <p>As submitted - see Appendix 1</p> <p>As written, plus LS has updated bits of the website. LS will also be going abroad for business trips, but will be available on email. LS to organise a seminar one Friday night.</p> <p><u>Training</u></p> <p>4 people wanting to do PADI crossover, and 10 wanting Ocean Diver course. PVC asked for a training budget, but it was generally agreed that trainees should be covering instructors' expenses.</p>		
06.4.11	<p><b>EQUIPMENT OFFICER'S REPORT</b></p> <p>As submitted - see Appendix 1</p> <p><u>Boat</u></p> <p>AM reported that fittings are available to enabled flushing out of the brake drums. Agreed to buy them.</p>		
06.4.13	<p><b>PREMISES OFFICER'S REPORT</b></p> <p>As submitted - see Appendix 1</p> <p>PAC has asked John Bundy to do a number of jobs - letterbox, locks etc. Agreed that SA would apply for planning for the filling of the steps, irrespective of where the trailer is to be stored.</p>		
06.4.14	<p><b>BAR MANAGER'S REPORT</b></p> <p>As submitted - see Appendix 1</p> <p>Lisa suggested that diet coke was a popular drink and should be reinstated at the bar and Coke Zero discontinued.</p>		
06.4.15	<p><b>SOCIAL SECRETARY'S REPORT</b></p> <p>As submitted - see Appendix 1</p>		
06.4.17	<p><b>200 CLUB REPORT</b></p> <p>The 200 Club is temporarily suspended.</p>		
06.4.18	<p><b>WEB SITE REPORT</b></p> <p>A number of members have access to the website to update it. PAC to sort out ownership if the SASAC domain names.</p>		
06.4.19	<p><b>PUBLIC RELATIONS REPORT</b></p> <p>None received</p> <p>SN is going to have a crack at PR</p>		

<u>REF</u>	<u>ITEM</u>	<u>ACTION</u>	<u>DUE</u>
06.4.20	<b>HEALTH AND SAFETY REPORT</b>  None received LS spoke to Spike who has documents to hand over to Sue Stewart, who will be the new H&S officer and will report to the Premises Officer.		
06.4.22	<b>AOB</b>  SN said we would have to take into account H&S if hiring to outside groups.  RH will monitor pool up to end of September. PAC to let RH know if there are still users.  RH has spoken to Brian Heywood, and they will meet up for a chat to resolve his issues.  RB asked if there would be another EGM this year to decide pool filling in 2007. No  LS/RH Can we give Honorary membership to the Special Olympic group? OK - as Associate (not strictly honorary) membership - FOC for life .	RH/PAC	
06.4.08	<b>Meeting Dates:</b>  Dates for future Meetings:-  25 September 2006 6 November 2006 18 December 2006 29 January 2007 12 March 2007 23 April 2007  All at the Clubhouse starting at 8pm.		



## APPENDIX ONE - OFFICERS' REPORTS

### Treasurer's Report

#### **Bank balances from statements dated 08 August 06**

Main account	3,885.89
Bar account	2,129.22
Reserve account	21,069.22

#### **Quicken balances as of 21 August 06**

Main account	2,981.40
Bar account	879.22
Reserve account	21,069.22

Additional information:

- IAKO event summary of accounts (as provided by A Humphrey)

	£	£	£
<b>Revenue</b>			
Massage	15.00		
Food	76.35		
Donation	20.00		
Tombola	120.00		
General takings	<u>1,208.50</u>		
			1,439.85
<b>Less expenses</b>			
Crazy Daisy	(50.00)		
C. Kirby (food)		(250.00)	
T-shirts		(837.19)	
Firelighters, briquettes, etc.	<u>(118.82)</u>		
			<u>(1,256.01)</u>
<b>Total Profit/(Loss)</b>			<b><u>£ 183.84 .</u></b>

- Powergen increased their prices on the 3 August 2006 but have offered us the opportunity to fix the electricity rates for the next three years based on these prices.
- Norman Mitchell has been liaising with Martin Kenny to arrange the closure of the Halifax account containing the Mutual Funds. A cheque for £2,552 was paid to Marion Flowers out of this account and I have a cheque for the remaining £9,479.80.

I have been waiting for a signature and proof of i.d. from Norman in order to set up a new Mutual Fund account but he has recently decided that he would prefer not to be involved in the management of the new account. I have arranged a meeting with HSBC on Friday 18 August to check the paperwork and finally open the new account. I will then be in a position to pay in all of the cheques and cash given to me by Tina Burnley.

# **St. Albans Sub-Aqua Club Main Account**

**Details of transactions for the period 03/07/06 to 21/08/06**

<b>Date</b>	<b>Payee</b>	<b>Details</b>	<b>Debit £</b>	<b>Credit £</b>
05/08/06	Nitrox income	P Stansfield	30.00	
16/08/06	Colin Bruce	Compressor service		115.50
22/07/06	Air Products plc			36.52
05/08/06	Have-a-go	June	20.00	
05/08/06	Have-a-go	July	20.00	
05/08/06	Have-a-go	August	50.00	
05/08/06	Fund raising income	Paypal account closure	71.00	
05/08/06	Fund raising income	St George's Day raffle	32.00	
05/08/06	Fund raising income	Andy's memorial BBQ	24.90	
05/08/06	Fund raising income	Festival of Life	41.70	
05/08/06	Fund raising income	IAKO	1271.03	
26/07/06	Impact Promotional Printers	IAKO t-shirts		837.19
16/08/06	C. Kirby	IAKO food		250.00
05/08/06	Lisa Shafe	Fundraising exp. Costco		31.66
22/07/06	Membership subscriptions		3048.01	
20/07/06	BSAC	Subscriptions		772.59
20/07/06	Paul Compton	Boat sundries		3.85
20/07/06	Paul Compton	Training exp. Mobile phone top-up		10.00
26/07/06	Chiswell Pools	Chemicals for Cottonmill pool		518.60
16/08/06	Chiswell Pools	Chemicals for Cottonmill pool		317.30
05/08/06	Pete Child	Toilet locks		22.97
05/08/06	Pete Child	Stopcock		4.49
31/07/06	Cleanaway	Refuse disposal		221.79
01/08/06	SADC	Rates		35.00
03/07/06	Powergen	Electricity		239.00
03/08/06	Powergen	Electricity		239.00
11/07/06	British Gas			53.50
11/08/06	British Gas			53.50
21/07/06	Entanet			18.80
21/08/06	Entanet			18.80
03/07/06	British Telecom			48.41
01/08/06	Three Valleys Water			1160.98
16/08/06	BOC Ltd	12 months rental		29.75
		<b>Total Inflows</b>	<b>£4,608.64</b>	
		<b>Total Outflows</b>		<b>£5,039.20</b>
		<b>NET TOTAL</b>		<b>-£430.56</b>

**St. Albans Sub-Aqua Club Bar Account**

**Details of transactions for the period 03/07/06 to 21/08/06**

<b>Date</b>	<b>Payee</b>	<b>Details</b>	<b>Debit £</b>	<b>Credit £</b>
20/07/06	Waverley TBS			611.77
24/07/06	Paid in by P. Kilcline		700.00	
05/08/06	Bookers	IAKO Pete Child		269.02
04/08/06	Paid in by P. Kilcline		540.00	
04/08/06	Paid in by P. Kilcline		555.00	
		<b>Total Inflows</b>	<b>£1,795.00</b>	
		<b>Total Outflows</b>		<b>£880.79</b>
		<b>NET TOTAL</b>		<b>£914.21</b>

# **St. Albans Sub-Aqua Club Bar Account**

**Detailed report for the period 04/01/06 to 21/08/06**

<b>Date of session</b>	<b>Actual Takings</b>	<b>Takings after CID readings</b>	<b>£ Difference</b>	<b>Actual Takings to date</b>	<b>Bills paid out from till</b>	<b>Banking after cash-up</b>	<b>Total of paid out</b>	<b>Comments</b>	<b>Bar Helpers</b>
04 Jan	£101.10	£101.50	-£0.40	£101.10		£380.00	£380.00		S Crompton
11 Jan	£157.85	£158.60	-£0.75	£258.95					P Leon
13 Jan (F)	£389.85	£394.05	-£4.20	£648.80		£460.00	£460.00		
18 Jan	£130.45	£131.70	-£1.25	£779.25	£56.40		£56.40		P Kilcline
20 Jan (F)	£456.81	£451.31	£5.50	£1,236.06		£530.00	£530.00		
25 Jan	£112.46	£112.45	£0.01	£1,348.52	£129.58		£129.58		P Dainty & T Hale
01 Feb	£149.04	£148.75	£0.29	£1,497.56					A Rogers & R Goodey
08 Feb	£154.62	£162.70	-£8.08	£1,652.18	£68.25		£68.25		D Painter & N Mitchell
15 Feb				£1,652.18				No cash-up done	N Whitwood & E Sales
22 Feb	£331.80	£345.75	-£13.95	£1,983.98		£550.00	£550.00		N Whitwood
01 Mar	£76.90	£77.70	-£0.80	£2,060.88					G Henderson
08 Mar	£127.03	£128.85	-£1.82	£2,187.91					C Thomas & D Hazard
15 Mar	£466.20	£501.05	-£34.85	£2,654.11	£111.88	£560.00	£671.88		H Clowes & D Painter
22 Mar	£409.87	£418.95	-£9.08	£3,063.98	£67.56	£360.00	£427.56		P Leon
29 Mar	£262.43	£269.05	-£6.62	£3,326.41	£70.94	£770.00	£840.94		T Hale & P Dainty
05 Apr	£541.39	£532.43	£8.96	£3,867.80	£10.99	£770.00	£780.99		P Kilcline & S Crompton
12 Apr	£102.86	£104.10	-£1.24	£3,429.27					T Worsley & I

									Worsley
19 Apr	£137.25	£137.25		£3,566.52	£60.00		£60.00		P Kilcline & R Goodey
26 Apr	£370.93	£376.05	-£5.12	£3,937.45				£5.50 overrung	T Burnley & R Latham
03 May	£303.70	£296.95	£6.75	£4,241.15		£880.00	£880.00		J Greenstein & L Shafe
10 May	£258.70	£263.10	-£4.40	£4,499.85					P & F Stansfield
17 May	£725.69	£720.30	£5.39	£5,225.54	£225.04	£650.00	£875.04		D Hazard & C Thomas
24 May				£5,225.54				No cash-up done	David Harris
31 May				£5,225.54				No cash-up done	R Bennett & S Yates
07 June	£283.60			£5,509.14	£178.99		£178.99		D & R McGowan
14 June	£524.90	£520.15	£4.75	£6,034.04					
21 June	£240.75	£244.15	-£3.40	£6,274.79	£254.00	£420.00	£674.00		
28 June	£107.87	£121.23	-£13.36	£6,382.66				£4.00 overrung	G Henderson
01 Jul	£80.19	£90.40	-£10.21	£6,462.85				Total adjusted by £12.52	
10 Jul	£877.31	£937.53	-£60.22	£7,340.16	£258.13	£700.00	£958.13	IAKO	
19 Jul				£7,340.16				No cash-up done	
26 Jul	£206.36	£200.75	£5.61	£7,546.52					
02 Aug	£560.00	£553.00	£7.00	£8,106.52	£141.19	£1,095.00	£1,236.19		
09 Aug								No cash-up done	
16 Aug									

## Secretary's Report

At the last meeting, we were all tasked with completing our actions following Mark Ballet's report some months ago. My major action was to take forward the idea of finding other clubs/organisations who may be interested in sharing or hiring the premises. The Council website lists over 200 sports organisations, and a good starting point may be to produce a short list from these. A letter along the following lines could then be sent to likely organisations.

*"SASAC has, since 1982, been renting the old public swimming pool on Cottonmill Lane from the local council. Over recent years, we have been under increasing financial pressure due to the gradual withdrawal of grants, rate relief and other financial support, and increased costs of rates, taxes, H&S and other regulations. The pool and our clubhouse are our main assets, but are also our main financial drain. As we currently only use these facilities two evenings a week, an obvious answer would be to make much more use of our premises. This is why we are writing to selected local clubs and organisations, to see if we can pool our assets to our mutual benefit. There are many ways such an arrangement might work, ranging from renting of the pool/premises on a casual basis, through to a full "club share", involving joining us on the lease.*

### *Facilities*

*Clubhouse totalling x sq m, comprising a lounge area (x), multi-purpose lecture room (x), fully licensed bar (x sq m inc bar store), toilets and cloakroom (x sq m). The lecture room is equipped with a video projector, and wi-fi is available throughout the premises.*

*Car parking for approximately 12 cars.*

*Outdoor swimming pool 18m x 30m, depth ranging from approx 0.9m to 2.4m. In use from June to September. Chlorinated but not filtered. Poolside area available for BBQ's.*

*Facilities for scuba divers include an air compressor, oxygen and nitrox, as well as a 5.5m rigid-hulled inflatable diving boat.*

*More details of the Club are available on our website - [www.sasac.co.uk](http://www.sasac.co.uk), or come along any Wednesday evening after 7:30pm or Friday evening after 9pm.*

*If your organisation might be interested in renting/sharing our clubhouse or pool, please get in touch for an informal chat. "*

Before sending these letters, we need to be quite certain that this is the route we want to take.

The Company Reports and Accounts need to be sent off to Companies House before the end of October. They have been ready for some time, but just need signing and posting. I will try to remember to bring a copy to the meeting for Rosemary to sign.

I have just received from the Planning Inspectorate details of the Council's response to our appeal for an extra hour one day a month. They are requesting that, should our appeal be successful, music must stop at 12:30am (only an extra half hour). So the situation would be that we would have both planning permission and licensing approval to stay open until 01:30am on one day per calendar month, but music must stop at 12:30am and the bar must close at 01:00. The last half hour would be (as now) for clearing up only and the premises would have to be vacated by 01:30. I need to respond to this document, as it incorrectly states that we have not yet received our revised licensing hours, but I do not intend to take issue with the proposed conditions as I think it represents a reasonable compromise.

I intend to be absent from the UK for two months this autumn - October and November, and maybe for another couple of months early next year - possibly February and March. The Committee may feel that it would therefore be appropriate to appoint another Secretary. If not, we would need to arrange some cover. Remember that the Company Secretary need not be a Committee member, or even a Club member.

Some time ago, I said I would look into the CASC situation, to see if we would qualify (in order to benefit from statutory rate relief). I have not done this yet, but we will probably need another change to our constitution, and if so, would have to be done at the 2007 AGM. I'll try to get something drafted out before I go.

Howard Clowes  
Secretary

### **Membership Secretary's Report**

None received

### **Diving Officer's Report (Including Training)**

1. 932 Dives logged with me to date, this does not include the recent Portland (SA), Scillies (RS), Newquay (PL) and Farnes (JM) trips, as these logs are still pending.  
Of these,
  - The majority are in and around the Weymouth/Portland area (332).
  - Nearly half are off of hard boats (405).
  - Just over a tenth are off the club boat (122)
  - A third have been completed by Advanced divers (321), and just over a quarter by both Dive Leaders (232) and Sports Divers (253)
  - The vast majority were air dives (728), or at least were not reported as nitrox dives
  - Scott and Wells and David Simmons have been signed off as a Sports Diver, There are a few more people waiting to be signed off by me according to Paul, but there is no sign of their books as yet
2. Pete Stansfield is going to host a Helicopter Rescue Evening in the winter, all are invited.
3. A gas blending course / refresher is being set up for any one interested.
4. Dives are already set up for next year to Newquay and Scapa

### **Equipment Officer's Report (Including Boat)**

None received.

### **Premises Officer's Report**

None received.

### **Bar Manager's Report**

#### General

There has now been a number of major events, and the takings have been very good over the summer so far.

#### Stock Take

A stock take was done on 1<sup>st</sup> July 2006. Margins are being maintained or improved, primarily due to alternative sourcing of supplies.

#### Beers

Sales of the monthly guest ales are still going well, and costs are being kept low.

The cheaper supplies of our bottled beers have been reliably maintained, and we have not needed to source any from Beer Sellers for many months now.

### Wine

Good quality wines are now being sold only by the bottle. Boxed wine is sold by the glass. So far, this appears to be working well. This new wine policy has just now been extended, in that we have started selling both Sparkling wine and Champagne (only by the bottle). This is going very well, with good sales, and the wine drinkers have been very appreciative of the change.

### Beer Seller

Two minor issues had occurred before the last committee meeting, which I said I would report upon. The update is as follows:

- They have delivered 48 113ml bottles of orange juice, rather than 36 180ml bottles.

Update: We have kept the bottles as we had a shortage over some of the large parties.

- Our credit note for overcharging on a Keg (by £25) does not yet appear to be reflected on our statement.

Update: we have now received a Credit Note for the amount in question.

These issues can be considered closed.

### Health and Safety

Nothing new to report.

### New Licensing rules/Planning

Howard is dealing with this.

### Bar Rotas/Instructions

I have taken Paul Compton off the Bar Opening/Closing rota, as he has been invariably busing with training.

There is an issue re bar opening/closing on Friday, now that we are in the dive season, which means that I am away for a lot of weekends. I have had no takers from an e-mail that I sent out to the Bar Openers re volunteers for Friday during the summer period, and we have become increasingly dependent on Howard to open, which is a little unfair. I will send out another email to the Bar Opens to see if we can get a rota going for Fridays during this summer period.

The instructions have now been updated, and a new copy is on the Bar Rota Clip Board.

Pete Kilcline

### **Social Secretary's Report**

None received.

### **Webmaster's Report**

None received.



**PR Officer's Report**

None received

**Health & Safety Officer's Report**

None received



# ST ALBANS SUB-AQUA CLUB LTD

Cottonmill Swimming Pool  
Cottonmill Lane  
St Albans  
Hertfordshire  
AL1 1HJ

Tel 01727 859829

## MINUTES OF COMMITTEE MEETING

**DATE:** Monday 25 September 2006

**REF:** 06.5

**No:** 28 (Since Sept 03)

### Committee Members Present

Chairman - Roy Harrison (RH)	
<del>Treasurer - Rosemary Bennett (RB)</del>	Apologies
Secretary - Howard Clowes (HC)	
<del>Ian Griggs (IG)</del>	Apologies
<del>Diving Officer - Lisa Shafe (LS)</del>	Apologies
Social Secretary - Nadine Gardner (NG)	
Equipment Officer - Paul Compton (PVC)	
<del>Premises Officer - Stephen Archer (SA)</del>	Apologies
Bar Manager - Peter Kilcline (PK)	
Assistant Premises Officer - Pete Child (PAC)	
Mark Ballet (MB)	
<del>Simon New (SN)</del>	Apologies
<del>Cath Kirby (CK)</del>	Apologies
Richard Ellis (RE)	

### Ordinary Club Members Present

Membership Secretary - Robin Smith (RS)

REF	ITEM	ACTION	DUE
06.5.02	<b>APOLOGIES FOR ABSENCE</b>  As noted above		
06.5.03	<b>CLUB MEMBERS AOB</b>  None		
06.5.04	<b>MINUTES OF LAST MEETING (and other procedural matters)</b>  The minutes of the last meeting were approved.		

<u>REF</u>	<u>ITEM</u>	<u>ACTION</u>	<u>DUE</u>
06.5.05	<p><b>MATTERS ARISING</b></p> <p><b>Issues outstanding from previous meetings:-</b></p> <p><b>CASC</b> (Community Amateur Sports Club) – RB to take over this from RG. Now passed on to HC.</p> <p>The till needs to be re-programmed for the new drinks.</p> <p>RB has telephoned the cleaners to enquire about the details of our contract. It was originally set up by Hannah Greenham, and they are contracted to visit fortnightly on Tuesdays – Hoover and clean WC's etc. RB to seek alternatives to see if we are overpaying, or see if we can employ a cleaner direct.</p> <p>We now have an additional phone number – 0845 612 3248 PAC will put up a sign outside the Club showing this number, and the opening times. LS to talk to Pete Owen about a new sign over the door, but needs the artwork. Wording agreed at this meeting, "Open to anyone interested in SCUBA diving or snorkelling".</p> <p>PAC would like to be continuously appraised of members' renewal status in order that he can enable/disable key fobs.</p> <p>PAC - The alarm system is badly in need of maintenance/ replacement. PAC/HC have estimated a cost of £350. The meeting approved expenditure on a new/refurbished alarm system up to a limit of £350.</p> <p>RB reported that there have been problems with the bank transferring the Treasurer, and no bank statements are being received. RB will go into the bank and sort it out before the next meeting. PVC now reported that the bank mandate has now been sorted.</p> <p><b>NG</b> has been to Sopwell resident's meeting - HC to contact to get phone no changed.</p> <p><b>LS</b> - Can we update committee notice board? LS to action.</p> <p><b>RH</b> - 3 senior members have written a letter, and have complained that their membership has gone up so much that they are not going to renew. IG to let committee know the exact figures. RH to call IG. Student rate ought to include all concessions.</p> <p>A copy of the Terms and Conditions of Membership needs to be placed on the website for reference</p> <p><b>Closed Actions Since last meeting</b></p> <p>Access to the membership database by committee members generally is still outstanding. There is now a committee area of the website.</p> <p><b>RH</b> - IKO - Games being made this week (Phil Anderson). Entertainment sorted. We just need punters! CK organising food.</p> <p><b>NG</b> - Festival of Life July 16th.</p>	<p>HC</p> <p>PAC/PK</p> <p>RB</p> <p>PAC/LS</p> <p>IG</p> <p>PAC/HC</p> <p>RB</p> <p>HC</p> <p>LS</p> <p>RH/IG</p> <p>HC/SG</p> <p>IG</p> <p>LS</p>	<p>Ongoing</p> <p>Ongoing</p>

<u>REF</u>	<u>ITEM</u>	<u>ACTION</u>	<u>DUE</u>
	<p><b>RH</b> - UWH member joining - his dad/mum wants to join. Abated membership agreed @ £25 each. And £25 for any number of kids.</p> <p>Quiz night on 23 September (RB). Discos need booking for Halloween, Christmas and Dinner Dance.</p> <p>NG planning to do something for new members.</p> <p>St Columba's used Clubhouse last week for a group of 85 boys. They might like to use it again. £75 per event. NG to invoice.</p> <p>HC needs a spare key.</p> <p>Last car out to put up car park chain.</p> <p><b>Other Matters Arising</b></p> <p>It was reported that there are a number of email lists – announcements, general membership database etc, and these need consolidating and rationalising. RE to talk to SGr and put up notice on board explaining how to get on the announcements list</p>	<p>IG</p> <p>All</p> <p>NG</p> <p>NG</p> <p>PAC</p> <p>All</p> <p>RE</p>	
<b>06.5.05</b>	<p><b>CHAIR'S REPORT</b></p> <p>As submitted - see Appendix 1</p> <p>MB's business plan - we all need to make sure we have carried out our allocated tasks.</p> <p>RH raised the point about an established member who had received a reminder, which the member in question found to be unnecessarily harsh. RS to review and soften the wording of the standard letter.</p>	<p>RS</p>	
<b>06.5.06</b>	<p><b>TREASURER'S REPORT</b></p> <p>None received due to a recent bereavement.</p>		
<b>06.5.07</b>	<p><b>SECRETARY'S REPORT</b></p> <p>As submitted - see Appendix 1</p>		
<b>06.5.08</b>	<p><b>MEMBERSHIP SECRETARY'S REPORT</b></p> <p>All new members as list in report were voted in as members.</p> <p>It was decided to charge a joining/rejoining fee of £30 to all diving members and £15 for snorkellers - after 2 months lapse of membership.</p> <p>A new members' welcome pack containing a CD with rules, constitution, video etc is to be produced by HC.</p> <p>RS to see if he can make wording of overdue letter softer.</p> <p>It was agreed that membership subs will only change once a year, in advance of the Common Renewal Date in April.</p>	<p>RS</p> <p>HC</p> <p>RS</p> <p>RS</p>	

<u>REF</u>	<u>ITEM</u>	<u>ACTION</u>	<u>DUE</u>
<b>06.5.09</b>	<b>DIVING OFFICERS REPORT (Incorporating Training)</b>  As submitted - see Appendix 1  RS reported that we now have 5 new Diver cox'ns - Messrs Hazzard, Ballet, Kilcline, Wynn Jones and Greenham.  Results of the survey – a separate meeting is to be held to discuss results and made recommendations.	LS, RH, MB	
<b>06.5.11</b>	<b>EQUIPMENT OFFICER'S REPORT</b>  As submitted - see Appendix 1  RS will be stepping down as Boat Officer and handing over to RE.	.	
<b>06.5.13</b>	<b>PREMISES OFFICER'S REPORT</b>  As submitted - see Appendix 1  Fridays are going to be difficult over the next few months when HC is away. Rota needed.		
<b>06.5.14</b>	<b>BAR MANAGER'S REPORT</b>  As submitted - see Appendix 1  Lisa suggested that diet coke was a popular drink and should be reinstated at the bar and Coke Zero discontinued.		
<b>06.5.15</b>	<b>SOCIAL SECRETARY'S REPORT</b>  As submitted - see Appendix 1  The Quiz Night on 23 September went well, but future similar events would probably be better on Fridays.  The proposed Halloween party clashes with the Dundarg trip and Chris Norris's Special birthday. Maybe a Fright Night earlier in October and something else in November.	NG	
<b>06.5.17</b>	<b>200 CLUB REPORT</b>  The 200 Club is temporarily suspended.		
<b>06.5.18</b>	<b>WEB SITE REPORT</b>  RS to ask SGr to update the home page of the web site.  PAC to sort out ownership if the SASAC domain names.		
<b>06.5.19</b>	<b>PUBLIC RELATIONS REPORT</b>  None received  SN was volunteered to this role at the last meeting.		

<u>REF</u>	<u>ITEM</u>	<u>ACTION</u>	<u>DUE</u>
06.5.20	<b>HEALTH AND SAFETY REPORT</b>  It was agreed that Sue Stewart would be asked to produce a report for the next meeting.	LS/PVC	
06.5.22	<b>AOB</b>  <b>NG</b> said she knew a lady who could give a lecture on breathing techniques. Wednesdays are not really convenient, so NG will see if she can do it on a Friday.  <b>RE</b> - We have paid for storage of Valkyrie at Blue Water Horizon in Portland up to 30 <sup>th</sup> September and there seems to be a consensus that she should remain in Portland over the winter. BWH opening hours are restrictive, there is no access to the site outside these hours, and this has discouraged use. I would like to propose that next weekend she is moved to Weymouth and Portland National Sailing Academy located at the old Royal Navy Air Station - <a href="http://www.wpnsa.org.uk">http://www.wpnsa.org.uk</a> . Would cost more but RE thinks it's worth it. Moving Valkyrie to WPNSA will cost £5 more for this winter. We can assess whether it's worth paying £250 extra to leave it there for the following year. Agreed.	NG  RE	
06.5.08	<b>Meeting Dates:</b>  Dates for future Meetings:-  6 November 2006 18 December 2006 29 January 2007 12 March 2007 23 April 2007  All at the Clubhouse starting at 8pm.		

## APPENDIX ONE - OFFICERS' REPORTS

### Chairman's Report

None received

### Treasurer's Report

None received

### Secretary's Report

Everything is now up to date with Companies House.

We have still to hear any response to our appeal for an extra hour one day a month.

Just a reminder that I intend to be absent from the UK for two months this autumn - October and November, and maybe for another couple of months early next year - possibly February and March.

Some time ago, I said I would look into the CASC situation, to see if we would qualify (in order to benefit from statutory rate relief). I have not done this yet, but we will probably need another change to our constitution, and if so, would have to be done at the 2007 AGM. I doubt I will have time now before I go, but I will look into it at Christmas so that we can get any changes made to the constitution in next year's AGM.

Howard Clowes  
Secretary

### Membership Secretary's Report

I have now taken this all over from Ian and had a chance to get to grips with the situation. Overall it's not too bad and I'll need another month or so to get it running smoothly.

Current status is:

		Payment due month (1st)							
	<u>DiveData</u>	mar	apr	may	jun	jul	aug	sep	<u>Fully Paid up</u>
FIRST CLASS	3								3
ADVANCED	29	0	1	2			1	1	24
DIVE LEADER	23					2		2	19
SPORTS	32			1			2	1	28
OCEAN/CLUB	19		1	1				1	16
TRAINEE	7						1		6
SNORKEL	14							1	13
SOCIAL	23		1		1	3		1	17
	150								126

I am actively chasing the late payers and would guess that 50% of them will become fully paid up – there are some notable names.

I'm going to give the longer non payers a couple of weeks following my chaser letter then drop them. I'll at that time produce a key holder list for Pete Child so that their key fobs are disabled.

Committee should be approving the new members as they come on board – can this go on the agenda as a regular item please? – List attached as Appendix one

Some snorkel members are not BSAC/BOA members – I will be chasing them for this membership or evidence of alternative third party cover, and if not provided dropping them to social members. Additionally we don't seem to be policing the need for snorkellers to provide certificate of fitness to dive which I will deal with.

Medicals are a bit of a mess and I aim to sort this out over the next month or so.

Following those actions (chasing/dropping non payers, sorting out medicals etc) I'll produce on a regular basis the Eligible Divers List and Contact List.

#### OTHER QUESTIONS/POINTS

1. Do we charge a joining fee – previously £30 and confusion about whether it applies. My feeling is that we should...and also apply it to renewals more than two months late.
2. We need to have a good discussion about membership rates/condition/terms etc before the end of January so that they can be applied for the common renewal date of 1<sup>st</sup> April.
3. There are now new members' packs available at the club so that anybody can join new members to the club and BSAC without me being there. I'll talk through these at the committee meeting.

Robin Smith  
17 9 2006

#### APPENDIX ONE

##### New Members

###### **Joined**

January 2006	Anne Elise Couture	Snorkeller
January 2006	Jason Greenstein	Dive Leader
February 2006	Valerie Langford	Non-diver/Social
March 2006	Susan Stewart	Dive Leader
April 2006	Eleanor Field	Trainee
April 2006	Julie Lister	Ocean Diver
May 2006	Joshua Beha	Snorkeller
June 2006	Juan Dona-Paz	Sports Diver
June 2006	Nick Humphrey	Non-diver/Social
June 2006	Keith Pyett	Trainee
June 2006	Lauren Richardson	Snorkeller
June 2006	Paula Richardson	Non-diver/Social
June 2006	Clive Tipple	Non-diver/Social
June 2006	James Tipple	Non-diver/Social
June 2006	Anna Canning	Snorkeller
June 2006	Dermot McGowan	Non-diver/Social
September 2006	John Moses	Ocean Diver
September 2006	Ronald Pitt	Club Diver
September 2006	Jennifer Williams	Ocean Diver

##### Lapsed Members

###### **Joined**

###### **Resigned/Dropped**

October 1981	January 2006	Andy Flowers	Advanced Diver
December 1983	January 2006	Philip Anderson	Sports Diver
October 1989	January 2006	Nik Webber	Sports Diver
November 1995	January 2006	Hazel Jones	Trainee
October 1997	January 2006	Stephen Hooker	Advanced Diver
October 1998	April 2006	Ian Griggs	Advanced Diver
October 1999	January 2006	Martin Kenny	Sports Diver
November 1999	January 2006	Graham Burggy	Sports Diver
July 2000	September 2006	Jessica Ward	Sports Diver
November 2000	March 2006	David Lippett	Sports Diver
November 2000	January 2006	Simon Day	Dive Leader



December 2000	January 2006	Alexandra Kerr	Sports Diver
January 2001	August 2006	Alan Routledge	Sports Diver
March 2001	March 2006	Paul Marsh	Sports Diver
June 2001	September 2006	Peter Moore	Advanced Diver
November 2001	January 2006	Mark Woolhouse	Sports Diver
February 2002	September 2006	Mark Pitt	Snorkeller
October 2002	January 2006	Carl Gurney	Sports Diver
May 2003	September 2006	Clare Vincent-Silk	Dive Leader
September 2003	January 2006	Brain Pinnell	Trainee
September 2003	January 2006	Philip Read	Ocean Diver
December 2003	January 2006	June Taylor	Snorkeller
September 2004	January 2006	Richard Anderson	Trainee
September 2004	January 2006	Stuart Anderson	Trainee
October 2004	January 2006	Stephanie Dona-Paz	Ocean Diver
November 2004	January 2006	Kelly Ash	Ocean Diver
November 2004	January 2006	Kate Bundy	Trainee
December 2004	January 2006	Juan Dona	Sports Diver
March 2005	March 2006	Andrew Morton	Ocean Diver
March 2005	March 2006	Fiona Morton	Ocean Diver

### **Diving Officer's Report (Including Training)**

1286 dives completed and logged with me for our members  
 Garnet is now a DL ( but please note Paul does not want to lead any dives for novices)  
 Ernie Sales is the first member this year to log 100 dives ( 2006 only)

### **Responses from the Initial Batch of Questionnaires**

#### **Introduction**

Questionnaires initially designed by Mark Ballett and reviewed by the committee were handed out to those members who turned up on one of the last two Wednesdays in August. Most members who received them were happy to complete them, some however just left them where ever they felt appropriate.

Over all 29 members completed the survey, these ranged from the newer members (six months) to the longer standing members (31 years). The average left of membership was just over eight years, with the range mentioned above (six months to 31 years).

#### **The General Section**

##### **Initial Impressions**

With respect to the ten members who joined in the last 18 months, eight found it welcoming, three found it cliquy, and one suggested the production of a welcome pack. I personally think this is a good idea and once I have had chance to take all the committee members pictures I am happy to look at putting something together, any help would also be appreciated.

##### **Value for money**

Of those who responded 26/29 (90%), thought that it was good value for money, three members (10%) thought it was expensive. Twenty four (82%) have stated that they will renew their membership, 1 (3%) will probably renew (needs to watch finances as just brought a new house, three (10%) are not sure if they will renew, (two are expecting babies and one is about to go to university).

##### **Club Bar**

The club bar as we all know features quite strongly in our club environment, on average members visit it 39 times a year ( range 12-60), not including parties/specific social functions, this equates to approximately three times a month (range 1-8 times).

##### **Pools**

Cottonmill Pool, was used by this group on average of once per summer (range 0-12), with the majority of people in the lower end of this range. Westminster lodge faired a lot better with the average use being 13 times a year (range 0-52 times).

### **Time and Skills**

Unfortunately the responses to this questions confirmed that time is a very valuable commodity to our members, however the results as a whole were good. Of the 29 surveys, nine stated they already give a significant amount of time to the club and may be willingly to do more. Five stated that they had skills and time and are not yet utilised (Norman Whitwood, Pete Tatton, Pete Ladel, Kevin Smyth & Sky Yates (social)). Four stated they had skills, but at this time point no time to give but this may change (Dave Emmett (Carpenter), Tony Glasgow (Plumber), Simon Thurlby (general) & Jason Greenstein (general). Two members stated not at the moment, five members had stated they have no skills, and four members did not answer.

### **Marketing the club**

An astounding 24/29 members stated that they would be willing to help market the club. I think this would however depend on requirements but there is lots of potential. Of the five who did not state 'yes', four were a 'possible', 'may be' or 'it depends', and only one was a no.

### **Hire of the club**

No one appears to know any one who might want to hire it!

### **Conclusions:**

Overall the club still appears to be welcoming- think this is something that we will all need to work on continually as being a large club people will always stick to 'their group' or clique, I don't think there is any way we can avoid this apart from as a committee trying to make sure everyone gets included where we can, and welcoming people as they walk through the door.

We appear to be priced about right for the market, especially considering our facilities, those members who do come down do so fairly regularly; the question this then leads us to is, 'how do we encourage the less active members back into the club?' which of course will not have any one easy answer.

We appear to have a lot of members who are still willing to put in time and effort to help the club, I think we need to use them and get their input more, where we can, whether it is work on the club house, marketing or teaching.

### **Diving Section**

#### **Grade of Diver**

The majority of divers who completed the questionnaire were sports divers 11/29 (38%), Dive Leaders comprised of 8/29 (26%), Advanced Divers 6/29 (21%), Ocean Divers 2/29 (7%), trainee divers 1/29 (4%) and a second class diver 1/29 (4%). None of the divers who completed the questionnaire solely had a PADI or another agency's qualifications.

#### **Other Qualifications**

Twelve of the divers who completed the questionnaire stated that they did not have any further qualifications. Of the 17 divers who had additional qualifications seven had gained their advanced nitrox, five had boathandling skills, four divers had oxygen administration, four had first aid for divers and four had gas blending. Three divers had basic nitrox and three had rebreather training. Each of the following had been gained by one diver each, technical nitrox, trimix, PADI Advanced and PADI rescue.

#### **Diving Interest**

Wreck diving and reef diving came out very close with 23/29 (79%) and 22/29 (79%) divers having an interest in them. Seven (24%) divers specified an interest in photography. When the categories of technical diving, deep diving and mixed gasses were combined a total of 12 (41%) divers specified an interest, these are split up to six, four and two divers respectively. One diver specified an interest in instructing.

#### **Destination**

Of the 29 divers who responded to the questionnaire, 14 specified the UK as the preferred destination, seven specified abroad, primarily Egypt and five stated a 50/50 split.

### **Dives to Date**

Those completing the questionnaire have completed an average of 345 dives to date (range 7-1500+). Six have completed between 50-100 dives, five have completed 101-200 dives, three had completed 210-300 dives, three had also completed 1000+ dives, two had completed 410-500 dives, one diver a piece fell into each of the following categories, 301-400, 501-600, 601-700, 801-900, 901-1000.

### **Dive Season**

For the majority of divers 9/29 (31%) completing the survey the dive season lasted all year round. This was then reduced to January till October for one diver, March till October for one diver, March till September for one diver, April to October for six divers, April to September for three divers, May to October for one diver, May to August for one diver and September to October for one diver.

### **Club Diving**

Most divers stated that the majority of their dives were probably club dives as they were via the club however no one is sure of the definition of what makes a diver a club dive versus what is a non club diver comprised of members of SASAC. Six people specified ways of improving club diving. These reasons were trips to more exotic destinations, make trips cheaper or give a budget version, have more weekend trips, improve the variety of destinations on offer and increase the number of trips to more local destinations, e.g. Sussex, Kent. It was also suggested that the trip planners meetings be re-instated. Most of the divers 21/29 felt that the number of dives on offer were about right.

### **Club Boat**

Ten of the divers stated that they do not use or no longer use the club boat, seven divers stated that they use it regularly and six divers stated that they do use it, but rarely.

### **Instructors**

Of those who completed the survey, five were assistant instructors, two were open water instructors, one was a club instructor and 1 was a snorkel instructor. The following offered up more time to be an instructor; Pete Tatton, is happy to do some instructing as long as he had a reasonable amount of notice, Alan Mawford is happy to any lectures just let him know ahead of time, Simon Thurlby stated he is happy to help just ask, and Wynn Jones stated he is available most Wednesdays just ask if you need help.

### **Training**

Only two of the divers completing the survey had not received any training via the club. Of the remainder most stated that either all or the majority of their training was via the club, either in the form of full qualifications or SDCs. Seven are still undergoing training for qualifications and thirteen were planning on doing further qualifications either in the shape of qualifications or SDCs. All bar four thought there were enough opportunities for training. Of the four who felt there weren't, or those that wanted something more, the following were requested:

- Instructor training
- Snorkel training
- Rebreather training
- More FAD / O2 admin – or specific refresher courses

All the training run within the club was felt to be good value.

### **Club Assets**

Not many people answered the questions regarding what the attraction of the club was and whether we made best use of the assets of the club. As a result I have combined these two points. Those who made comments thought the following:

- Make better use of the lecture room
- Improve the membership
- Improve the overall appearance of the club
- Advertise more / improve publicity
- Have joint ventures with other clubs

The majority thought seminars through the winter / year were an excellent idea (21/29).

The majority felt the club was good for both diving and socialising (24/29), and 21/29 felt that it was a good place to discuss possible kit purchases / ideas for new kit with four people stating they regularly use the Alan Mawford Oracle/ kit purchasing system.

### **Diving Conclusions**

Given the population that completed the questionnaire, those who turned up at the club on one of two Wednesdays I think it is hard to draw any real conclusions as these are the group of regular and keen divers. I think we need to get more input from the rest of the club before drawing any real conclusions

### **Snorkelling**

Most people did not complete this section, only five stated that they snorkelled regularly, one played octopush and four snorkelled for pleasure (including two instructors), all the snorkelling took place at Westminster Lodge or Cottonmill Pool. Seven people all made the comment that we should put more emphasis on snorkelling.

### **Social**

Everyone who completed the survey came to the club at least once a month. Four people came once a month, six came down twice a month, two came down three times a month and 10 stated that they came down weekly. Only one person stated that they came down less, and primarily for parties.

Everyone felt that the bar was open enough, however stressed was placed on the need to make Friday opening consistent and regular. Everyone felt that the price was right (all stated either OK or cheap).

Regarding functions, as a whole it was felt that there was enough. However the following comments were made:

- More variety is needed and some more family functions
- Social events have been lacking recently
- What happened to the pool parties and summer BBQs- we need more
- Need more discos and seminars
- Would like to see something different i.e. paintballing and ice skating
- Would like to see more bands / live music

### **Free comments section**

- Get people access to more dives the more you do the more hooked you get
- We need more active instructors and advertise training courses better, get some new divers
- I would like to be trained as a dive leader please
- I would like to see a bigger recruitment drive, with specific measure to welcome and maintain members and interested individuals, I am happy to help with this time permitting (Norman Whitwood)
- I am not happy with the common renewal date, especially when there is more than 1 person in the family to pay for
- Start a photography club, run the BSAC photo course, I am happy to run one in the summer, run more seminars on diving selected areas- info sharing (Pete Tatton)
- Maybe a disco now and again at the club
- We need more variety, lectures, talks, games, fun
- Stop having petty discussions in the committee and improve membership conditions and benefits (FYI to my knowledge this person has never been near a committee meeting!!)
- It is good value if you use all the services provided, expensive if you do not. I can offer the following skills, customer service, project management, service delivery, people management and general IT. I am happy to run some dive improvement sessions, photo/video evenings and presentations. The committee needs to lead the club not follow. Keep members better informed, e.g. membership problems and mutual scheme problems. Develop long term strategy for club, implement ideas, develop package. Restart dive management /planning meeting. (Simon Thulby)
- Consider promoting facilities to non diving/water clubs as well
- Would like to see anonymous accounts of diving incidents to date (please note when I ran this only 5 people turned up – will run again in the autumn/winter)
- Consider putting together a welcome pack, with pictures of committee/critical members ( I am happy to compile this with help, I will bring my camera to the next committee meeting as well to get everyone's picture to update the board)

I will let you all draw your own conclusions to this report, I think it would be worth updating the questionnaires as a result of the responses to date and send it out to the rest of the club.

Roy as chair can you chose a number between 1 and 30 so we can award the winner a bottle of something, and entice everyone else to complete the next round of questionnaire and enter the draw.....  
Lisa Shafe, DO, SASAC

### **Training Officer's report 22<sup>nd</sup> September 2006**

Three PADI divers have joined and want to cross over to BSAC. One has completed the training, the other two failed to turn up for the second lecture.

Originally I had a list of 6 PADI divers who wanted to join SASAC, only a 50% take up.

I have a list of 12 –14 people who want to start an Ocean Diver course. There is likely to be some drop out when places are offered but I plan to start this course during the second week of October.

Paul Compton  
Training Officer

### **Equipment Officer's Report (Including Boat)**

#### **Training Kit:**

All training kit is functioning OK. I have done a few minor repairs, leaking o-rings on a contents gauge and cylinders.

#### **Valkyrie:**

Everything is working OK at the moment.

#### **Compressor:**

No problems reported by Alan.

### **Premises Officer's Report**

None received.

### **Bar Manager's Report**

#### General

There have now been a number of major events, and the takings have been very good over the summer period.

#### Stock Take

A stock take will be done on Monday 3<sup>rd</sup> October, for the period ending 30<sup>th</sup> Sept 2006.

#### Beers

Sales of the monthly guest ales are still going well, and costs are being kept low.

#### Wine

Good quality wines are now being sold only by the bottle. Boxed wine is sold by the glass. So far, this appears to be working well. This new wine policy has just now been extended, in that we have started selling both Sparkling wine and Champagne (only by the bottle).

#### Diet Coke

Coke Zero does not sell as well as Diet Coke, so we will be going back to Diet Coke as the stable low calorie Coke drink.

#### Beer Seller

No current issues with Beer Sellers.

#### Health and Safety

Nothing new to report.

#### New Licensing rules/Planning

Howard is dealing with this. We will need a handover before he goes on his travels.

#### Bar Rotas

There is still an issue re bar opening/closing on Friday, and this will become acute when Howard goes on his travels. I will need to approach the key holders individually to progress this issue.

Pete Kilcline

#### **Social Secretary's Report**

None received.

#### **Webmaster's Report**

None received.

#### **PR Officer's Report**

None received

#### **Health & Safety Officer's Report**

None received

## APPENDIX TWO – MEMBERSHIP READY RECKONER

BSAC	2006/7 renewal - 1st monthly				includes 2007 to Apr 2008				
	FULL YEAR	OCT	NOV	DEC	JAN	FEB	MAR	APR	
New member.	£45.50	£22.75	£18.96	£15.17	£11.38	£45.50	£45.50	£45.50	BSAC MEMBERSHIP GRADE
Ocean Dive, Club Diver, Sports Diver, Dive leader, Assistant Club Instructor	£45.50	£22.75	£18.96	£15.17	£11.38	£45.50	£45.50	£45.50	
Club Instructor, Open Water Instructor, Advanced Diver	£40.50	£20.25	£16.88	£13.50	£10.13	£40.50	£40.50	£40.50	FEE
Advanced instructor, First Class Diver	£35.50	£17.75	£14.79	£11.83	£8.88	£35.50	£35.50	£35.50	SASAC MEMBERSHIP GRADE
National Instructor	£25.50	£12.75	£10.63	£8.50	£6.38	£25.50	£25.50	£25.50	
Abated member - second member of a household over 12 joins as full diving member	£30.50	£15.25	£12.71	£10.17	£7.63	£30.50	£30.50	£30.50	FEE
Junior Diving - 12 - 17 years old	£18.00	£9.00	£7.50	£6.00	£4.50	£18.00	£18.00	£18.00	New member joining during Oct - Dec pays BSAC until 1 4 2007 and SASAC until 1 4 2008 and will therefore pay BSAC again on 1 4 2007 to come in line with SASAC renewal
Student, Youth Diving - over 17 in full time education	£18.00	£9.00	£7.50	£6.00	£4.50	£18.00	£18.00	£18.00	
Associate Member - non diving	£39.00	£19.50	£16.25	£13.00	£9.75	£39.00	£39.00	£39.00	
Full Snorkelling	£45.50	£22.75	£18.96	£15.17	£11.38	£45.50	£45.50	£45.50	
Youth Snorkel/Snorkel - 8 yrs plus	£14.00	£7.00	£5.83	£4.67	£3.50	£14.00	£14.00	£14.00	

## SASAC

	2006/7 renewal - 1st monthly				includes 2007 to Apr 2008				BSAC MANDATORY	MEDICAL CERT
	FULL YEAR	OCT	NOV	DEC	JAN	FEB	MAR	APR		
Trainee (Ocean/Sports) includes joining fee, training materials and continues to April 2008	<b>£223.00</b>	£300.50	£287.58	£274.67	£261.75	£248.83	£235.92	<b>£223.00</b>	YES	YES
Kit Hire	<b>£65.00</b>	£65.00	£65.00	£65.00	£65.00	£65.00	£65.00	£65.00	YES	YES
<b>£30 JOINING FEE - APPLIES TO DIVING MEMBERSHIPS AT JOINING/REJOINING - DOES NOT APPLY TO RENEWALS</b>										
Club/Ocean/Novice	<b>£140.00</b>	£70.00	£58.33	£46.67	£175.00	£163.33	£151.67	£140.00	YES	YES
Sports Diver	<b>£130.00</b>	£65.00	£54.17	£43.33	£162.50	£151.67	£140.83	£130.00	YES	YES
Dive leader	<b>£120.00</b>	£60.00	£50.00	£40.00	£150.00	£140.00	£130.00	£120.00	YES	YES
Advanced Diver	<b>£110.00</b>	£55.00	£45.83	£36.67	£137.50	£128.33	£119.17	£110.00	YES	YES
First Class Diver	<b>£100.00</b>	£50.00	£41.67	£33.33	£125.00	£116.67	£108.33	£100.00	YES	YES
<b>£15 JOINING FEE - APPLIES TO SNORKEL/SWIM MEMBERSHIPS AT JOINING/REJOINING - DOES NOT APPLY TO RENEWALS</b>										
Snorkel/Swim	<b>£105.00</b>	£52.50	£43.75	£35.00	£131.25	£122.50	£113.75	£105.00	YES	YES
Snorkel Concessionary (Under 18, full time study, over 65)	<b>£75.00</b>	£37.50	£31.25	£25.00	£93.75	£87.50	£81.25	£75.00	YES	YES
<b>NO JOINING FEE FOR FOLLOWING MEMBERSHIPS</b>										
Three month snorkel membership	£35 regardless of start date								YES	YES
Full social member	<b>£50.00</b>	£25.00	£20.83	£16.67	£62.50	£58.33	£54.17	£50.00	NO	NO
Abated social member	<b>£25.00</b>	£12.50	£10.42	£8.33	£31.25	£29.17	£27.08	£25.00	NO	NO
All children of an adult member living at same address - social membership only	<b>£25.00</b>	£12.50	£10.42	£8.33	£31.25	£29.17	£27.08	£25.00	NO	NO
Distant member	<b>£25.00</b>	£12.50	£10.42	£8.33	£31.25	£29.17	£27.08	£25.00	POSSIBLY	POSSIBLY

155 basic new member  
 30 joining fee  
 38 materials fee



## **Minuets of committee meeting held on 6<sup>th</sup> November 2006**

### **Those present:**

Roy Harrison	Chair
Lisa Shafe	D.O.
Robin Smith	Membership secretary
Paul Compton	Equipment Officer
Rosemary Bennett	Treasurer
Nadine Gardner	Social Secretary
Stephen Archer	Premises Officer
Richard Ellis	
Simon New	

### **Apologies received from:**

Howard Clowes; Mark Ballet; Pete Child; Cath Kirby

### **Ordinary club members present:**

Phil Anderson

As is custom the ordinary members business was dealt with first.

Phil asked if a nominal sum for membership could be agreed in order that all St Albans underwater hockey players, possibly 20-24, could be members of our branch so that the benefits of belonging would give them the opportunity of applying for grants and /or sponsors. It was agreed that they could for a figure of £15.00 per head.

Robin suggested that the figure of £10.42 would apply until the common renewal date in April 2007 when the number of memberships will be rationalised. The figure is the prorated Distance Membership as most of the St. Albans uwh members live 35 miles+ away anyway. It is stipulated that all of these members (apart from Phil who is a full SASAC member) will NOT have use of the club house at any time, or Westminster Lodge pool on a Wednesday evening.

Their own membership of the BOA will cover them for insurance purposes.

### **Minutes of the last meeting.**

As these had not been received by all members they were read through and approved apart from one item.

This was that they did not include the fact that Paul Compton proposed that the Membership Secretary should be a full committee position. This was seconded by Pete Child and the vote was carried unanimously.

### **Treasurers report.**

Rosemary has carried out a very comprehensive comparison report of figures from last year to this year from Jan 1<sup>st</sup> to Nov 1<sup>st</sup> and copies were handed round.

It appears that membership numbers are up higher than is actually the case and this is due to the common renewal date.

Also that the bar take appears to be greatly different but is in fact not as there was an erroneous figure in 2005

## Treasurer's Report - 06 November 2006

### *Bank balances from statements dated 11 October 06*

Main account	3,652.37
Bar account	1,473.97
Reserve account	21,185.54

### *Quicken balances as of 01 November 06*

Main account	5,729.81
Bar account	1,030.55
Reserve account	21,185.54

### Additional information:

- Powergen prices have been fixed at a rate based on the 3 August 2006 for the next three years.
- An account has been opened with HSBC called SASAC Mutual Fund. Tina Burnley, Chair; Rosemary Bennett, Secretary; Robin Smith and Stephen Archer manage it.

St. Albans Sub-Aqua Club Main Account				
Details of transactions for the period 22/08/06 to 01/11/06				
Date	Payee	Details	Debit £	Credit £
04/10/06	Absolute Clothing	Club clothing		90.36
22/08/06	Air Products plc	Nitrox		149.55
22/08/06	Air Products plc	Nitrox		37.01
22/09/06	Air Products plc	Nitrox		40.07
22/10/06	Air Products plc	Nitrox		40.07
06/09/06	British Gas			53.50
11/10/06	British Gas			60.00
03/10/06	BT			49.92
04/10/06	BSAC	Membership subscriptions		777.08
30/10/06	BSAC	Membership subscriptions		517.28
31/10/06	Cleanaway	Refuse collection		225.61
20/09/06	Diveforce Marine	Replacement dry guage		22.00
20/09/06	Entanet			18.80
20/10/06	Entanet			18.80
30/08/06	Leisure Connection plc			639.60
04/10/06	Mardon Insurance			315.55
20/09/06	Paul Compton	Crossover sports diver packs		97.00
28/09/06	Paid in by R Smith	Membership subscriptions	2575.63	
30/10/06	Paid in by R Smith	Membership subscriptions	3686.77	
21/09/06	Paid in by R Bennett	Nitrox income	150.00	
21/09/06	Paid in by R Bennett	Teenage Cancer Trust	65.00	
21/09/06	Paid in by R Bennett	Club boat income (R Ellis)	297.80	
21/09/06	Paid in by R Bennett	Club boat (box & screws)		4.09
21/09/06	Paid in by R Bennett	Have-a-go (September)	50.00	
21/09/06	Paid in by R Bennett	Sports diver manual	5.00	

21/09/06	Paid in by R Bennett	St Columba's College	225.00	
05/10/06	Paid in by R Bennett	Club boat income	386.15	
05/10/06	Paid in by R Bennett	IAKO	35.00	
05/10/06	Paid in by R Bennett	Quiz night Sept. 06	57.00	
05/10/06	Paid in by R Bennett	Have-a-go (October)	30.00	
05/10/06	Paid in by R Bennett	Diving manual, crossover pack	30.00	
05/09/06	Powergen			239.00
03/10/06	Powergen			239.00
23/09/06	Quality Hotel	Deposit for Dinner & Dance		500.00
04/10/06	R Ellis	Boat handling course	150.00	
04/10/06	R Ellis	WPNSA storage		482.50
04/10/06	R Ellis	Padlock, loop cable, petrol top-up, oil		40.31
30/08/06	R Smith	New radio, cable, tools, mileage		237.93
30/08/06	R Smith	Nitrox income	67.93	
04/10/06	R Smith	Fuel for club boat		36.15
01/09/06	SADC	Rates		35.00
13/09/06	SADC	Annual license fee for premises		70.00
01/10/06	SADC	Rates		35.00
04/10/06	SADC	Quarterly rent		237.50
01/11/06	SADC	Rates		35.00
20/09/06	Teenage Cancer Trust			65.00
01/09/06	Three Valleys Water			582.82
01/11/06	Three Valleys Water			41.25
		<b>Total Inflows</b>	<b>£7,811.28</b>	
		<b>Total Outflows</b>		<b>£6,032.75</b>
		<b>NET TOTAL</b>		<b>£1,778.53</b>

St. Albans Sub-Aqua Club Bar Account				
Details of transactions for the period 21/08/06 to 01/11/06				
Date	Payee	Details	Debit £	Credit £
21/08/06	Beer Seller			689.66
11/09/06	Paid in by P Kilcline		580.00	
21/09/06	Beer Seller			205.59
29/09/06	Paid in by P Kilcline		520.00	
11/10/06	Paid in by P Kilcline		390.00	
20/10/06	Beer Seller			443.42
		<b>Total Inflows</b>	<b>£1,490.00</b>	
		<b>Total Outflows</b>		<b>£1,338.67</b>
		<b>NET TOTAL</b>		<b>£151.33</b>

## Treasurer's Report Notes:

### Balances:

- Reserve account includes £5,100 that is to be transferred to the SASAC Mutual Fund account.

### Comparison Reports:

• Bar account – Income	£9,275.00
	<u>£1,873.68</u>
	£11,148.68
	<u>-£10,515.00</u>
	<u>£633.68</u>

Bar account – Expenses	£4,688.85
	<u>£1,873.68</u>
	£6,562.53
	<u>-£6,432.60</u>
	<u>£129.93</u>

- Total would be the same
- Selected accounts - £5,100 has been removed so as not to distort figures
- We do not have any cleaners, last bill paid was on 28/06/06 for May

## Boat Officer Report 06-Nov-2006

### Current problems with Valkyrie:

- The echo sounder has been temperamental recently, the pins on its connector are in poor condition, it did however work perfectly on the last weekend.
- The bilge pump float switch worked intermittently over the last two weekends and will not work at all now, it is new this year so may be a wiring problem.
- Our new radio is not working well. Buttons are unreliable and it is difficult to hear when the speaker grill is full of water. It is picking up interference from the engine.

Valkyrie was moved to Weymouth and Portland National Sailing Academy during the dive weekend of 30-Sep-2006.

Insurance has been renewed with Royal and Sun Alliance through Mardon Marine. The premium was up 4% at £315.55. We now have £3m third party insurance instead of £2m.

For the past two years we have had Sea Start membership, a bit like AA cover. The company agree to rescue / repair Valkyrie following breakdown within 3 miles of any harbour between Selsey and Portland, also along the south Devon coast and Cornwall east of The Lizard. Our membership expires on 04-Nov-2006 and I have told them we do not want to renew. Next year's membership would be £129.99, this covers their attendance and the first hour of labour but not parts.

Valkyrie's radio licence expired on 26-Oct-2006, we have not received a new one, they are sending us a duplicate.

Phil Anderson has towed Valkyrie up to St. Albans, it is on his driveway awaiting maintenance.

Jobs which must be done this winter are:

- Engine service / winterise
- Refit radio so it doesn't get waterlogged
- Fix bilge float switch
- Extend pipe to bottom of reserve petrol tank
- Repair / refit sand wheel
- Fit hub flush kit
- Put together a tool kit
- Put seals in dry boxes

We could also:

- Fit bilge float switch cover
- Fit cover across bilge
- Adjust throttle control
- Fit new elephants trunk string / catch
- Repair seat cover
- Connect external radio speaker
- Make a spare wheel clamp tool
- Rethink the refuelling process
- Fit hand rails to console

We must decide what to do with our trailers. We could keep both or sell one. If we keep both I think one would fit under the lecture room, it will not fit through the front door. Repairing the old one would probably cost £600, if we sell it as is we may get as little as £100. The winch and jockey wheel are in good condition and could be kept as spares, they would cost £80 and £35.

Valkyrie accounts 01-Sep-06 to 31-Oct-06.

<u>Date</u>	<u>Item</u>	<u>In</u>	<u>Out</u>
	<b>Total</b>	<b>450.00</b>	<b>872.65</b>
02-Sep	Hire	100.00	
16-Sep	WD40		2.20
16-Sep	Storage Box		2.49
16-Sep	Hire	100.00	
17-Sep	Hire	100.00	
18-Sep	Screws (bilge switch)		1.60
30-Sep	Boat Yard		482.50
30-Sep	Cable Lock		16.97
30-Sep	2-Stroke Oil		18.99
30-Sep	Petrol shortfall		4.35
30-Sep	Hire	100.00	
01-Oct	Hire	50.00	
04-Oct	Insurance		315.55

Reg

Matters arising from the boat officers report were as follows.

It was suggested that as Phil Anderson had towed the club boat back to be stored temporarily on his drive a nominal figure of £150 be asked for the old trailer as the Spindrift crew would like to take it and repair it for their own use. Roy will speak to him on this and if acceptable he and his crew will fit the sand wheel to the new trailer and tow it back to Weymouth when the work required to the boat has been done.

Steve Archer proposed that a stand be made for the GPS so that members can be taught how to use it at the club rather than have to go to the boat. Reg and Paul will address this.

Lisa has had 3-4 independent requests that at the next AGM a full justification is given for the club ownership of the boat.

### **Equipment Officer.**

7 new members have been started on an Ocean Diver course with another 6-7 waiting to start another one. & will be worth £1,750.00 income to the club funds.

4 cylinders have been tested.

Rob Anderson has been asked if he will run a sports diver course.

Pete Stansfield will run an Advanced Diver course in the near future for 4-5 people who are interested.

### **Membership Secretary.**

There are now 137 fully paid up members and late payers have been reduced to only 9. Robin feels that some will pay and some won't but he will keep on top of them, overall membership is up slightly.

Committee agreed that Snorkel/Swim members will be informed that they are only covered during the session at Westminster Lodge on Wednesday. If they wish to partake outside of this time on either a course or trip, then they will need to have a medical and join either BSAC or BOA.

As Mick Wood has had to hang up his fins and has said that he will be cancelling his membership Robin proposed that as he has been a member for many years and has done a fair amount of dive organising etc., that it would be opportune to make him an honorary member. This was seconded by Lisa voted on and carried unanimously, the Chairman will write to him to inform him of this honour.

### **Diving Officer.**

Lisa said that her report is as her email sent last week, which the temporary secretary has not received so regrettably can't include, but the main thing is that there has been an incredible 1,531 dives so far this year and a load more to come.

### **Social Secretary.**

30 people took part in the Frite Nite so a profit was made over the bar with increased turnover, the ticket price covered the food.

Chris Norris' party was a great success everyone had a great time and the band was excellent. Thanks very much to Chris and Jim and others for organising it, it will have been a good turnover at the bar but no figures just yet.

The Christmas party is on 16<sup>th</sup> December tickets £8.00 prior to the day or £10.00 at the door.

It is hoped that there will be a soul night organised by Sarah sometime in January.

The dinner dance is on March 3<sup>rd</sup> ticket price to be confirmed.

**A.O.B.**

Simon New has suggested that some members might like to take his lead by leaving a donation to the club in their wills as he has just done. It was accepted that this was a generous offer on his part, though he's not expecting to do it too soon, and he will send info out to the other members to pass on (no pun intended there) the idea.

Steve Archer reminded the Committee that we had originally offered a temporary discount to members for becoming Diver Coxswains; a vote was taken to cancel this offer which was carried.

The meeting ended at 10.10 p.m.

Next meeting on December 18<sup>th</sup> at 8.00 p.m.



# ST ALBANS SUB-AQUA CLUB LTD

Cottonmill Swimming Pool  
Cottonmill Lane  
St Albans  
Hertfordshire  
AL1 1HJ

Tel 01727 859829

## MINUTES OF COMMITTEE MEETING

**DATE:** Monday 18 December 2006

**REF:** 06.7

**No:** 30 (Since Sept 03)

### Committee Members Present

Chairman - Roy Harrison (RH)  
~~Treasurer - Rosemary Bennett (RB)~~  
Secretary - Howard Clowes (HC)  
Membership Secretary - Robin Smith (RS)  
Diving Officer - Lisa Shafe (LS)  
Social Secretary - Nadine Gardner (NG)  
Equipment Officer - Paul Compton (PVC)  
Premises Officer - Stephen Archer (SA)  
Bar Manager - Peter Kilcline (PK)  
Assistant Premises Officer - Pete Child (PAC)  
Mark Ballet (MB)  
Simon New (SN)  
~~Cath Kirby (CK)~~  
Richard Ellis (RE)

Apologies

Apologies

### Ordinary Club Members Present

None

REF	ITEM	ACTION	DUE
06.7.02	<b>APOLOGIES FOR ABSENCE</b>  As noted above		
06.7.03	<b>CLUB MEMBERS AOB</b>  None		
06.7.04	<b>MINUTES OF LAST MEETING (and other procedural matters)</b>  The Minutes of the last meeting were approved with the comment from RS that snorkellers/swim members need not be BSAC members as long as they swim only in Westminster Lodge and take part in no training.		



<u>REF</u>	<u>ITEM</u>	<u>ACTION</u>	<u>DUE</u>
06.7.05	<p><b>MATTERS ARISING</b></p> <p><b>Issues outstanding from previous meetings:-</b></p> <p><b>CASC</b> (Community Amateur Sports Club) – RB to take over this from RG. Now passed on to HC.</p> <p>RB has telephoned the cleaners to enquire about the details of our contract. It was originally set up by Hannah Greenham, and they are contracted to visit fortnightly on Tuesdays – Hoover and clean WC's etc. RB to seek alternatives to see if we are overpaying, or see if we can employ a cleaner direct.</p> <p>We now have an additional phone number – 0845 612 3248 PAC will put up a sign outside the Club showing this number, and the opening times. LS to talk to Pete Owen about a new sign over the door, but needs the artwork. Wording agreed at this meeting, "Open to anyone interested in SCUBA diving or snorkelling".</p> <p>PAC would like to be continuously appraised of members' renewal status in order that he can enable/disable key fobs.</p> <p>PAC - The alarm system is badly in need of maintenance/ replacement. PAC/HC have estimated a cost of £350. The meeting approved expenditure on a new/refurbished alarm system up to a limit of £350.</p> <p>RB reported that there have been problems with the bank transferring the Treasurer, and no bank statements are being received. RB will go into the bank and sort it out before the next meeting.</p> <p>NG has been to Sopwell resident's meeting - HC to contact to get phone no changed.</p> <p>LS - Can we update committee notice board? LS to action.</p> <p>RH - 3 senior members have written a letter, and have complained that their membership has gone up so much that they are not going to renew. IG to let committee know the exact figures. RH to call IG. Student rate ought to include all concessions.</p> <p>A copy of the Terms and Conditions of Membership needs to be placed on the website for reference</p> <p>MB's business plan - we all need to make sure we have carried out our allocated tasks.</p> <p>RH raised the point about an established member who had received a reminder, which the member in question found to be unnecessarily harsh. RS to review and soften the wording of the standard letter. RS to see if he can make wording of overdue letter softer.</p> <p>A new members' welcome pack containing a CD with rules, constitution, video etc is to be produced by HC.</p>	<p>HC</p> <p>RB</p> <p>PAC/LS</p> <p>RS</p> <p>PAC/HC</p> <p>RB</p> <p>HC</p> <p>LS</p> <p>RH/IG</p> <p>HC/SG</p> <p>RS</p> <p>HC</p>	<p>Urgent</p> <p>Ongoing</p>

<u>REF</u>	<u>ITEM</u>	<u>ACTION</u>	<u>DUE</u>
	Results of the survey – a separate meeting is to be held to discuss results and made recommendations.	LS, RH, MB	
	RS to ask SGr to update the home page of the web site.	RS	
	PAC to sort out ownership if the SASAC domain names.	PAC	
	Friday bar opening rota needed.	PK	
	It was agreed that Sue Stewart would be asked to produce a report for the next meeting.	LS/PVC	
	<b>NG</b> said she knew a lady who could give a lecture on breathing techniques. Wednesdays are not really convenient, so NG will see if she can do it on a Friday.	NG	
	It was reported that there are a number of email lists – announcements, general membership database etc, and these need consolidating and rationalising. RE to talk to SGr and put up notice on board explaining how to get on the announcements list	RE	
	<b>Closed Actions Since last meeting</b>		
	The till needs to be re-programmed for the new drinks.	PAC/PK	
	PVC now reported that the bank mandate has now been sorted.	RB	
<b>06.7.05</b>	<b>CHAIR'S REPORT</b>		
	As submitted - see Appendix 1		
	RH read out a letter he has drafted to Mike Wood offering Honorary Membership. Approved.	RH	
<b>06.7.06</b>	<b>TREASURER'S REPORT</b>		
	As submitted - see Appendix 1		
<b>06.7.07</b>	<b>SECRETARY'S REPORT</b>		
	As submitted - see Appendix 1		
<b>06.7.08</b>	<b>MEMBERSHIP SECRETARY'S REPORT</b>		
	As circulated.		
	RS outlined his ideas for membership categories for the 2007 membership year and promised to email his ideas separately to the committee for consideration at the next meeting. He will also send out an explanation to members explaining why Dave Ramage has been refused entry to the club.	RS	

<u>REF</u>	<u>ITEM</u>	<u>ACTION</u>	<u>DUE</u>
06.7.09	<b>DIVING OFFICERS REPORT (Incorporating Training)</b>  As submitted - see Appendix 1  Nitrox workshops to be held next year, and also rebreather awareness courses  It was emphasised again that training should be cost neutral to instructors, and trainees will be expected to chip in for instructors' out of pocket expenses.	LS	
06.7.11	<b>EQUIPMENT OFFICER'S REPORT</b>  As submitted - see Appendix 1  More works has been carried out to the Club Boat since the report was written, but there is some more work still to be done.  It was decided to keep only the new trailer and keep the old trailer for spares. Carried 7 votes for – 2 against. .	.	
06.7.13	<b>PREMISES OFFICER'S REPORT</b>  As submitted - see Appendix 1  PVC will supply a chemical for cleaning the WC's (and will do it).  SA reported that the Water board want to dig up our car park for a new main. Steve Gore has sent his comments to the committee, but needs re-sending as some members did not receive it.  The question of filling the steps in was raised again, and it was agreed that a retaining wall be built to contain the filling.  It was agreed that the Club Tree needs to be seen to. SA/PAC to action. Trim only and make safe. Max of £1,000 was approved by the committee.  SA reported that there is some rot in the lecture room near picture of the big ship.  Fridge does not work - needs to be disposed of.	SGo       SA   SA/PAC	
06.7.14	<b>BAR MANAGER'S REPORT</b>  As submitted - see Appendix 1  HC to chase the planning appeal.	HC	
06.7.15	<b>SOCIAL SECRETARY'S REPORT</b>  As submitted - see Appendix 1  NG reported that there were 85 people at the Christmas party and the Club made a good profit. Other events also planned.  July 14th was agreed as a date for the It's a Knockout Competition.	NG	

<u>REF</u>	<u>ITEM</u>	<u>ACTION</u>	<u>DUE</u>
06.7.17	<b>200 CLUB REPORT</b>  The 200 Club is temporarily suspended.		
06.7.18	<b>WEB SITE REPORT</b>  None received  The contact list on the website needs updating.		
06.7.19	<b>PUBLIC RELATIONS REPORT</b>  None received		
06.7.20	<b>HEALTH AND SAFETY REPORT</b>  None received  LS queried whether Ali Humphrey still has the H&S records. If not we may need to re-do all our risk assessments.	LS	
06.7.21	<b>BUSINESS PLAN REPORT</b>  MB has reported that some progress has been made with new members and courses.		
06.7.22	<b>AOB</b>  <b>SN</b> - proposed that members should be encouraged to leave money to the Club in their wills. Perhaps this could be put in Crud. Agreed.  It was agreed to resurrect Crud and aim for quarterly publication. LS volunteered to be editor.  <b>LS</b> – has produced a welcome pack and requested feed back from the committee. Please email comments to LS.  <b>LS</b> - Regs & equipment - we have had an offer from a local dive shop for servicing members' regulators. In return, we will get clubs regs serviced free.  <b>PVC</b> - BSAC Regional workshops - we could offer our premises at no charge, but it was agreed that we should charge our standard amounts.  <b>RE</b> - We need to consider the Andy Flowers Award. Rory has a piece of granite which might be suitable. RE to look at possible costs.	LS  LS  All	
06.7.08	<b>Meeting Dates:</b>  Dates for future Meetings:- 29 January 2007 12 March 2007 23 April 2007  All at the Clubhouse starting at 8pm.	RE	

## **APPENDIX ONE - OFFICERS' REPORTS**

### **Chairman's Report**

None received

### **Treasurer's Report**

None received

### **Secretary's Report**

Thanks to Roy for taking the minutes for the last meeting while I was on holiday.

Since my return, Ian Griggs has confirmed that he has resigned both as Membership Secretary and from the committee. This frees up a space for Robin Smith to be co-opted onto the committee as agreed at the last meeting. I will fill in a 288b for Ian and bring along a 288a for Robin to sign at Monday's meeting.

After just a six week absence, I returned to nearly a thousand emails, which had been sent to secretary@sasac.co.uk. All of these were spam, and I have now set my computer to automatically delete all emails sent to this address. There now seems to be little point in maintaining this email address, so could I ask whoever is in charge (SGr/ST?) to stop redirecting them to me. Any legitimate messages are inevitably going to get lost amongst the spam. It could perhaps be replaced on the website with a similar address, but published as a graphic to avoid automatic spamming. Presumably other addresses published on the website are suffering similar problems.

Although it's not really my department, I think we all ought to look at the membership categories and prices, and make sure we are happy with them before the new membership year starts in April. I think we are all agree that it is not a good idea to change things mid way through a membership year, so if we are going to make changes, now is the time.

Howard Clowes  
Secretary

### **Membership Secretary's Report**

None received

### **Diving Officer's Report (Including Training)**

1596 dives logged with me to date... NB Dundarg trip is still missing  
Top Three sites so far this year...

Weymouth / Portland 441 ( NB if some one does not put a destination down on the log this is my default)  
Red Sea 332  
Stoney 290

Dives logged in Nov 25, and December to date 4  
Most popular month will be October when I receive the Dundarg logs but currently July with 252

No Sign offs this month Lisa Shafe, DO, SASAC

### **Training Officer's report**

The latest Ocean Diver course is going well. Lectures are now complete and pool lessons should be completed this week for most trainees.

There is a waiting list of approximately 7/8 people to start another course early next year - February/March.

Rob Anderson will start a Sports Diver course early next year as well.

Pete Stansfield will start an Advanced Diver course in January for the 6 candidates.

I have been talking to the Instructors about the launch of the 2007 Training programme, which takes into account the changes to CPR, now called Basic Life Support and the introduction of Nitrox training into the Ocean Diver course.

Divers who qualified pre 2007 syllabus can attend a Nitrox workshop to obtain their certification. Lisa and I have discussed this and the plan is to have a big promotion and run several workshops at SASAC next year to qualify as many divers as possible to use nitrox.

Paul Compton

### **Equipment Officer's Report (Including Boat)**

#### Equipment

Two more cylinders are now due for test this month.

The regulators are now getting lots of use so I will start to get these serviced when they are available.

Some clips have been purchased for attaching octopus regulators to the BC and spare o-rings, for cylinders have also been obtained.

Paul Compton

#### Boat (Part 1)

New problems with Valkyrie:

- The external speaker does not work but looks to be repairable.
- The foot pump has broken and needs replacing

We have received Valkyrie's new radio licence valid until 26-Oct-2007, licence renewals are now free.

The Spindrift crew did not take up our offer of our old trailer and have bought a new one. Phil Anderson has repaired and refitted the sand wheel to our new trailer which Rory is returning to the clubhouse this week and Alan Mawford will take home to fit the hubflush kit. Rory strongly recommends that we keep both trailers, use the old one as a launch platform at Portland and keep the new one under the lecture room for road towing.

I have organised a Valkyrie work party at the clubhouse for Saturday 16-Dec.

We only had a one year warranty on our engine which has expired so I plan to service the engine as well as carry out maintenance and repairs.

I now have the GPS to PC interface but haven't used it yet.

Other work arranged:

Make a spare wheel lock tool – Jim Burnley

Repair seat cover – Jim McCormack

Make dry box seals – Pete Ladell

Valkyrie accounts 01-Nov-06 to 12-Dec-06.

<u>Date</u>	<u>Item</u>	<u>In</u>	<u>Out</u>
	<b>Total</b>	<b>0.00</b>	<b>152.72</b>
10-Nov	Hubflush kit		65.00
27-Nov	Spark plugs (3)		11.25
27-Nov	Fuel filter		8.50
27-Nov	Fuel line (spare tank)		3.50
08-Dec	Spare engine fuses		11.42
08-Dec	Engine oil & air filters		53.05

### Boat Officer Report 18-Dec-2006 (part 2)

Valkyrie is still on the old trailer at Rory's mum's over Christmas, it will then return to Phil Anderson's drive. The new trailer is under the lecture room.

#### Hub Flush

Alan could not fit the hub flush kit; it would only fit wheels much larger than ours. Alan has an alternative plan.

#### Sand Wheel

Has been repaired but not refitted to our trailer, it is currently being copied so Spindrift also has one. The repair was not done by Phil Anderson but by a third party.

### Work Party 16-Dec-2006

Those present: Steve Titley, Chris Norris, Robin Smith, Alan Mawford, Howard Clowes, Reg Ellis.

Work done:

- Bilge float switch repaired – loose wire.

- Pipe extended to bottom of reserve petrol tank.

- On the new trailer the rollers, wheels and winch were adjusted to fit Valkyrie.

- New string on elephant's trunk.

- Engine winterised.

- Most of the engine service is done, still to do:

  - replace alternator belt

  - check control cable adjustments

  - clean battery terminals

  - lubricate splines on the driveshaft and shift shaft.

- Added spare fuses, spark plugs and spark plug spanner to tool kit.

- Chris Norris has taken the external speaker away to repair.

The radio will be mounted in a stainless steel box on top of the cylinder rack.

#### Items that have gone missing

Key to locking nut on engine mounting.

Tool for locking wheel nuts.

Grease gun.

Valkyrie accounts 13-Dec-06 to 16-Dec-06.

<u>Date</u>	<u>Item</u>	<u>In</u>	<u>Out</u>
	<b>Total</b>	<b>0.00</b>	<b>128.25</b>
13-Dec	Sand Wheel parts		36.07
13-Dec	Sand Wheel weld (cash)		40.00
14-Dec	Gearbox oil		19.80
14-Dec	Fuel Stabiliser		7.99
14-Dec	Grease Gun		15.95
14-Dec	Grease		5.15
15-Dec	Plug Spanner		3.29

Reg

### **Premises Officer's Report**

None received.

## **Bar Manager's Report**

### General

There have now been a number of major events, and the takings have been very good over the summer period.

### Stock Take

A stock take was done on Wednesday 4th October, for the period ending 30th Sept 2006.

### Prices

There has now been a price increase on big selling products with low margins. This is the first price increase in a number of years. The main products affected are beer and wine.

### Beers

Sales of the monthly guest ales are continuing to going well, and costs are being kept low.

### Wine

Good quality wines are now being sold only by the bottle. Boxed wine is sold by the glass. So far, this appears to be working well. This new wine policy has just now been extended, in that we have started selling both Sparkling wine and Champagne (only by the bottle).

### Beer Seller

No current issues with Beer Sellers.

### Health and Safety

Nothing new to report.

### New Licensing rules/Planning

Howard is dealing with this. Now that he is back, we need catch up on the status of this issue.

### Bar Rotas

We have managed to open, pretty much on time, each Friday while Howard was away. Thanks to all those who helped out.

Pete Kilcline

## **Social Secretary's Report**

None received.

## **Webmaster's Report**

None received.

## **PR Officer's Report**

None received

## **Health & Safety Officer's Report**

None received