Minutes of Committee meeting

19:00 9/3/2023

Present:

Simon Zielonka: Chairman	SZ
Terry Cook: Treasurer	TC
Colin Baines: Secretary	CB
Phil Morgan: Chief Flying Instructor	PM
Chris Bessent: Safety Officer	CB2
Stephen Trenaman: Equipment Officer	ST
Jamie Minx: Aircraft Officer	JM
Bob Symons:	RS

Apologies for absence:

- Chris Humphrey: Airfield Officer

Approval of Minutes:

- Minutes of meeting 8/2/23 approved

Treasurer's report:

See Attachment 1

- RS provided a spreadsheet detailing his interpretation of the club's present financial position. Details are incomplete at present as this year's subscriptions are not yet included.

- TC requires expenditure forecasts to assist in setting spending priorities. Heads of expenditure to present budget forecasts at next meeting. Administrative budget also required. Officers provide Treasurer with periodic estimates of requirements. Action:All officers

- RS to obtain competitive insurance quotes. Action:RS

Safety Officer's report:

- **See Attachment 2**
- List of members' annual checks status to be kept up to date — Action: DCFI
- List of qualified winch drivers to be made available. — Action: J Douglass
- Ground training program required. — Action: CB/PM
- Everyone should be continually alert to their responsibilities. — Action: CB2
- SUGC to be kept informed of safety initiatives. — Action: CB2

CFI's report:

- Instructor training progressing well
- Instructor meeting convened last week. Next one 21st May

19:40 chair passed to JM

Aircraft Officer's report:

- Parachutes life expectancy. Pete Smith to advise. — Action: CB
- HCF still requires a further five days work
- DHA offline ten days work
- 25 hours left on EUF before 50 hour check
- PM to assist JM moving new generator to airfield
- Hours flown quite good for time of year
- Spare hook sent off for refurbishment

Airfield Officer's report:

- CB has handed over to CH and dealt with initial questions.

Equipment Officer's report:

- ST requires consolidation of equipment information and maintenance schedules. — Action:CB
- We need a roster for members to spend time assisting with maintenance. etc. — Action:ST

Publicity Officers report:

- N/A

Other Business:

- Strategic plan to be published — Action: SZ
- Steve Barber has handed over organisation of trial lesson evenings to Martin Selby, Stephen Ottner and Bob Symons.
- We need to buy a new hydraulic crimper. CB recommends replacement with similar type to one stolen. — Action:ST
- Open Day will be on the weekend beginning 8th May. Instructor training will be suspended.
- Web site to be repaired. J Douglass to be informed — Action:CB
- All members to be expected to contribute one day per month. — Action PM
- Aerotow application — Action:CB

- Open day, provisionally 8th May:
  Contact Beanie Barnard possibly to set up social media
  Should we sell experience flights at same time?
  Need to ensure good team support on days that follow.

Action:CB

Date of next meeting: 6th April

Meeting closed at 20:14

Items for next meeting:

- Member's fees
- Open Day
- Vacancy - PR officer
- Social events (Social Secretary?)
- Communications
- Member's access to Clickup

Attachment 1

		Q1		Q2		Q3		Q4			
		Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual		
aircraft	maintenance	£2,000	£2,812	£2,000	£72	£3,000	£0	£2,000	£0		
aircraft	repairs		£410		£326		£0		£0		
aircraft	ancillary equipment	£200	£0	£200	£76	£200	£0	£200	£0		
aircraft	rental		£9		£0		£0		£0		
aircraft	loan	£510	£510	£510	£510	£510	£0	£510	£0		
admin	telecoms	£48	£52	£48	£99	£60	£0	£60	£0		
admin	Misc	£50	£649	£50	£75	£50	£0	£50	£0		
admin	software	£90	£90	£90	£90	£180	£0	£180	£0		
admin	refund		£0		£0		£0		£0		
admin	printing	£50	£0	£50	£0	£50	£0	£50	£0		
airfield	rent	£3,750	£3,750	£3,750	£0	£3,750	£0	£3,750	£0		
airfield	council tax	£135	£135	£135	£90	£340	£0	£340	£0		
airfield	grass cutting	£450	£0	£900	£0	£900	£0	£450	£0		
airfield	buildings	£300	£851	£300	£133	£300	£0	£300	£0		
fuel	diesel	£550	£540	£1,200	£0	£1,200	£0	£800	£0		
fuel	gas winch		£0	£1,200	£0		£0		£0		
fuel	gas generator		£0	£600	£0	£600	£0	£600	£0		
fuel	tank rental	£70	£62	£70	£62	£70	£0	£70	£0		
equipment	winch	£1,000	£941	£3,000	£0	£2,000	£0	£2,000	£0		
equipment	vehicles	£500	£0	£2,000	£0	£750	£0	£500	£0		
equipment	cables		£1,176		£0	£1,200	£0		£0		
equipment	generator		£0		£1,530		£0		£0		
equipment	launch equipment	£500	£912	£500	£0	£500	£0	£500	£0		
BGA	Instructors	£580	£0	£240	£0	£240	£0	£240	£0		
BGA	corp membership	£2,500	£0		£2,431		£0		£0		
PR	advertising	£180	£120	£200	£90	£200	£0	£200	£0		
PR	Open Day		£0		£0	£400	£0		£0		
PR	events		£0		£0	£2,000	£0	£2,000	£0		Projects not yet defined
Safety	parachutes	£540	£0		£0	£540	£0		£0		parachutes to move
Safety	fire extinguishers		£0	£600	£0		£0		£0		
Safety	Heath & safety	£200	£0	£200	£0	£200	£0	£200	£0		
sales	Bank Charges		£0		£0		£0		£0		
sales	Vouchers		£5		£0		£0		£0		
unassigned			£0		£0		£0		£0		
TOTAL		£14,203	£13,025	£17,843	£5,584	£19,240	£0	£15,000	£0	£0	
Cumlative Underspend	/Overspend		£1,178		£13,438						

Cash in the Bank £21,665, Vouchers,Prepayments and Debtors will be reported for Q2 month end

Expenditure managed tightly purchase by purchase on the established criteria initially to be cleared by Bob Symons

		£14,203		£17,843		£19,240		£15,000	£66,286	spend	

Workshop catch upwill depend upon resources available

winch expenditure depends on the plan for Y winch and resources and reflects significant unknowns and is set high

Attachment 2

Safety Officer's report

The role of safety officer needs to take a more focused role within the role of gliding especially at the Shalbourne.

No longer can it be in the background simply reporting on incidents and accidents which is a rather reactive attitude to the club and its members, from now on it must be at the forefront in running the club from day to day.

There have been too many occasions where things have happened which should have been avoided and/ or noticed at an earlier point in time.

Of course, we cannot eradicate all accidents but with a better insight to what causes them, as well as how to better keep our members informed, we can reduce these occurrences to a lower level.

Any changes we make should be supported by the committee as well as the members, to this effect I propose to have a full Club Safety Review including looking at our flying orders, down to identifying 'culture' in what people do and think when no-one is watching. I also intend to implement a review of our post-accident guidance.

Further to this I will complete and identify potential hazards and where possible set-in place guidelines to mitigate them which will create an effective Risk Assessment document for the club.

Whereas we do not want to crush the fantastic spirit of Shalbourne, we need to provide support to change the approach towards the successful running of the club without incident.

One of the biggest challenges is how to effectively promote this to all club members, as well as our visitors to ensure they hear what we are saying as well as subscribe to it.

How many of our members do not have access to email? This seems to be the best way in keeping people informed. Would it be acceptable to send out information with a read request to ensure any information has been delivered and read?

On other points, are the instructors still providing a morning briefing and do we provide current NOTAMs on EVERY flying day as well as weather information?

I will also look at our access, i.e., footpath and security and see if we need to update this or change it in any way.

The club has previously looked at winch training and training cards as well as general ground safety. Can we now focus on completing this and providing it to members?

We also had a list kept in the caravan which showed all members who was authorised to do what. Does the committee think it would be a good idea to re-introduce this which will hopefully reduce any ambiguity for members.

Can we also arrange instructor's meetings more periodically than we do at present. This way they can be better kept informed of areas of concern as well as reminders to their responsibilities as well as changes passed down from the BGA.