# 14th September 2022. 1900h
# Committee Meeting Agenda & Minutes

REQUIRED ATTENDEES

| | |
|---|---|
| Simon Zielonka | SZ |
| Bob Symons | BS |
| Ken Reid | KR |
| Colin Baines | CB |
| James Minx | JM |
| Phil Morgan | PM |
| Beanie Barnard | BB |
| Chris Bessent | CB2 |
| James Hunneman | JH |

OPEN TO ALL MEMBERS TO ATTEND

MEMBERS IN ATTENDANCE

Andy Brind (Part)
Gillian Brind (Part)
Martin Selby (Part)
Aliaksei Pilko (Part )

Minutes taken by Simon Zielonka & Ken Reid
Meeting is on MS Teams only.

Agenda

| No. | Item | |
|---|---|---|
| 1* | Welcome, Apologies, Adoption of May meeting minutes (June to follow) | **Chairman** |
| 2* | Financial Update & Spending Review | **Treasurer** |
| 3* | Safety Incidents review | **Safety Officer** |
| 4* | CFI Comments and review | **CFI** |
| 5* | Aircraft status & planning | **Aircraft Officer** |
| 6* | Airfield status & planning | **Airfield Officer** |
| 7* | Equipment status & planning | **Equipment Officer** |
| 8* | Marketing & PR | **Marketing Officer** |
| 9* | Projects update | **Chairman** |
| 10 | Developing our path (Chairman's email) | **Chairman** |
| 11* | Questions from members (Pigeonhole) | **As required** |
| 12* | AOB | **As required** |

* Indicates regular agenda item

## Minutes

Meeting Started 1905h

1 Welcome, to committee members in attendance, apologies received from BS JM, and CB2. Minutes of previous meeting adopted.

Attendance as above, committee and club members as listed above.

2 Financial Update

BS provided a report to SZ in advance of the meeting together with an updated spreadsheet.
Financial situation improved somewhat from Open day income, but day to day finances little changed since last meeting. Approximately £30k in the bank with £4-5k liabilities.

3 Safety incidents review

CB2 was not available for the meeting. JH reported that the issues raised at the last meeting via a member's email had been discussed and resolved by JH and CB2. JH would provide close-out to the committee. SZ reported that he had agreed with the BGA for then to carry out a 'Risk Management Review' SZ undertook to provide the committee with the Tor/Template for this activity.
PM reported that he was not aware of any new incidents.

4 CFI Comments and review

PM advised next weekend would be focused on bringing the current group of BI trainees up to the standard for sign-off by Patrick Naegeli. Jim Clarke was working towards his Full Cat rating.
PM reported that the Portmoak trip was now planned for the week of the 8th October.

5 Aircraft status & planning

JM was not available for the meeting. JH reported that EUF work was still progressing but completion was still a couple of weeks away. PM reported that Lasham would require the return of their K13 on Sunday 18th so it would need to be cleaned/vacuumed ready for collection. SZ undertook to write a letter of thanks to Lasham for the K13 loan. The Vega was now out of service for annual maintenance and ARC renewal.

6 Airfield status & planning

CB advised that the parachute cupboard was damp, to the detriment of the parachutes stored there. PM had already sourced a new cupboard and would try to get a second one to provide adequate storage for 'chutes. SZ undertook to source low wattage heaters to be fitted in the cupboards.

CB was in discussion with Ringo regarding marking the ridged/depressed airfield areas with chalk rubble.

7 Equipment status & planning.

JH reported the Y-winch fan controller had been fitted but that the rev counter and temperature gauge needed attention. There had been no progress X winch engine, JH was investigating other options. .JH had populated Clickup with a number of tasks and was seeking volunteers for a number of things, in particular the servicing of the Jeeps.

The Trooper charging issue had been fixed.

8 Marketing & PR

BB was not at the meeting. The committee recognized the good work done by many people towards a very successful Open Day. It was proposed to set a date now for another Open Day next year. The tentative date selected was May 21st

9 Projects update

The focus was now on implementing the 'Free Flight' software which would streamline club management, however training was required and SZ requested that the committee members become familiar with the system. There was a launchpoint PC and the transition would be made soon. Members would be issued with log-ons.

10 SZ referred to his club email of 12-9-22

Some debate on this email and the content was noted by the committee.

11/12 Pigeon Hole and AOB

BGA management conference was scheduled for 20/11/22, anyone wishing to attend should liaise with SZ

Query about the club website. Required coordination between John Douglas, SZ, BB and CB2

Generator roof needed attention as it was too heavy and difficult to move for oil checks SZ would ask James Walters to see if he could fabricate a solution.

The battery rack was considered to constitute a risk. CB undertook to instigate some appropriate safety signage

Next committee meeting date was discussed. Tentatively arranged for Tuesday Oct 18th. KR advised that he could not attend on that date.

Meeting Ended 21:05h