14th July 2022. 1900h
Committee Meeting Agenda & Minutes

REQUIRED ATTENDEES

Simon Zielonka	SZ	Chairman
Bob Symons	BS	Treasurer
Ken Reid	KR	Secretary
Colin Baines	CB	Airfield Officer
James Minx	JM	Aircraft Officer
Phil Morgan	PM	Chief Flying Instructor
Beanie Barnard	BB	Marketing Officer
Chris Bessent	CB2	Safety Officer
James Hunneman	JH	Equipment Officer

OPEN TO ALL MEMBERS TO ATTEND

MEMBERS IN ATTENDANCE

Andy Brind
Gillian Brind

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

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 – Update on changes	**Marketing Officer**
9*	Projects update – Clickup	**Chairman**
10	Discussion – Club communications	**Chairman**
11	Discussion – Phone/Nav mounts for all aircraft	**Aircraft Officer**
12	Discussion – Open Day July/August	**Treasurer**
13	Discussion – Monthly subscription proposal	**Aircraft Officer**
14	Free-Flight – roll out starting	**Chairman**
15	Incoming Treasurer – handover planning	**Chairman**
16		
17*	Questions from members (Pigeonhole)	**As required**
18*	AOB	**As required**

Minutes

Meeting Started 1902h

1 Welcome, all committee members in attendance, no apologies noted

Apologies were given for the lack of minutes for the June meeting due to the Secretary being unable to attend the last meeting and SZ having technical problems with the transcript

Attendance as above with Andy & Gillian Brind as observers

2 Financial Update

BS provided an update to the committee. See attached treasurer's report. Extensive debate on grass cutting. It was repeatedly said that the grass length is a safety issue and it will be cut as necessary. A notional amount of money was in the plan but the actual varied substantially depending on the weather and was therefore difficult to predict. BS reported that diesel was up significantly in price but there was no impact on gas. It was planned to fill up with gas close to the end of the present contract.

3 Safety incidents review. CB2 provided an update, there were no significant incidents to report. Audit was ongoing

4 CFI Comments and review

PM advised that the Wednesday evening progression group was going well with a number of conversions and checks having been completed. Feedback from the participants had been good. PM was intending to send out another email shortly to seek support for a club expedition towards the end of the season, dates and venue to be decided.

5 Aircraft status & planning

JM reported that HCF should be back on line within the next 2 weeks. The parts for EUF had been received and repair work would commence once HCF was finished. It was agreed that the Lasham K13 would be retained until EUF was back on line.

6 Airfield status & planning

See update from CB. It was agreed that CB would purchase a lift pump to facilitate filling and cleaning of the water storage system
PM would organize a replacement for the parachute cupboard.
KR would email the owners of derelict trailers asking for them to be removed/disposed of.
CB requested funds to finish the clubhouse….agreed.

7 Equipment status & planning.

See detailed email update from JH. JH had expended considerable time rectifying recent problems; a cable overrun on Y winch had necessitated removal of a cable drum. X winch had suffered a pushrod/rocker failure which meant the engine had to be removed. Spares would need to be sourced and the engine rebuilt. SZ offered to carry out this rebuild at his garage, the offer was gratefully received. The committee recognized JH's significant contribution to the smooth running of the club equipment but also recognized that there was an unfair and unsustainable demand on JH so volunteers were sought to assist with the maintenance.

8 Marketing & PR

Update from BB. Decision on open day date was needed very soon (see item 12)
Signage was in hand, a good hi-res photo (Puchacz?) was needed

9 Projects update

Clickup was in use to track progress. SZ advised that he intended to call an extraordinary meeting in September to develop a long term plan for the club.

10 Club communications

It was emphasized by SZ that the club communication was primarily by email there was some concern that there were some important messages on WhatsApp which not all members will see. No resolution other than to try to ensure that anything important was moved from WhatsApp to email. It was also noted that email was not foolproof and that some members were not frequent email users or had problems with emails going into 'spam'

11 Phone/Nav mounts for all aircraft

It was agreed that this was a 'nice to have' but could not be funded at this time. PM advised that he intended to communicate with the instructors to limit/stop the use of hand held phones/cameras by TL students unless they were secured by a wrist strap.

12 Open Day July/August

It was agreed that it was now too late to organize for July particularly in the light of winch and aircraft serviceability. SZ undertook to canvas for members support in hosting an open day on either the 14th or the 21st August

13 Monthly subscription proposal

This item was deferred to the next meeting.

14 Free-Flight – roll out starting

SZ Advised that roll out was imminent and that anyone who wanted an 'alpha' logon should request it

15 Incoming Treasurer – handover planning
Terri Cook had kindly agreed to take over from BS as treasurer. There would be an extensive handover period.

16 Intentionally blank

17 Questions from members (Pigeonhole)
Unfortunately there had not been enough time to set up the pigeonhole this month

18 AOB
Steven Ottner had sent in an email querying a Steve Barber pricelist which was posted in the LPV. BS undertook to liaise with Stephen to resolve any anomalies and re-issue if necessary.

Meeting Ended 2110h