Shalbourne Soaring Society Ltd
Committee Actions

| Originating | Title | Discussion | Who | Action | o/c |
|---|---|---|---|---|---|
| Last | 7-Nov-17 | Weeks since meeting 0.4 | | | |
| Next | 16-Jan-18 | Weeks to next meeting 9.6 | | | |
| 17-Aug-17 | Meeting | Present | | PS, RP, SO, JK, JG, CB, JC, JT. Apologies SB | open |
| 17-Aug-17 | MT shelter | Need better environment for winch maintenance. CB proposed a fabric building which was agreed as a good idea. To replace vehicle container and current winch shelter. | CB | Investigate costs and propose a specification/size. RS has identified a high spec supplier requiring significant ground works etc. PS to contact ebay supplier. CB to visit Shirvenham. | open |
| 17-Aug-17 | Signalling | Winch signalling method, esp regarding new launch point controller | JC | Purchase. Committee agreed to purchase one system for trial use. JC/PM to purchase components. | open |
| 17-Aug-17 | Instructor development | It was advised that Martin Hoskins is looking to revalidate his rating. | PM | Martin will fly with RE 3Dec. | open |
| 17-Aug-17 | K8 trailer | K8 trailer needs disposal | SO | Relocate to Dingly Dell | open |
| 17-Aug-17 | SUGC | SUGC proposed a simplified fee structure for dealing with their trial lessons | SO | Agreed per their email of 15 August, 2017, implemented, | open |
| 17-Aug-17 | member coms | What should be sent to new members | JG | Decide what and collate a pack. Forward to Stan so he can send out to new members. In progress | open |
| 7-Nov-17 | Accounts | Account discussed and agreed | JK | To Be filed | open |
| 7-Nov-17 | AGM | AGM Date | CB | Feb 23rd. CB to book venue - The Plough | open |
| 7-Nov-17 | Flying | CFI Meeting | PM | PM to attend meeting in Nov and raise MH revalidation troubles. | open |
| 7-Nov-17 | Trial Lessons | PS proposed that we review what and how we conduct the trail lesson process - to reduce burden and maintain income. | ALL | PS to submit paper, ALL to think of alternative arrangements | open |
| 7-Nov-17 | Airfield | Licence | CB/ JG | CB/JG to discuss Monday 13th Nov | open |
| 7-Nov-17 | Project Management | CB proposal/affirmation of project spend - see correspondence | ALL | Agreed. Implement on future projects. Document to be placed on Wiki - CB | open |
| 7-Nov-17 | Hangar Door | Hangar curtains are becoming worn. | CB | Obtain quote. CB (or delegate) to measure and obtain replacement quote. | open |
| 7-Nov-17 | Aircraft | HCF Refinish | PS | HCF booked in Dec 4th. Peter Ellison has volunteered to tow it there (As did Liz, Martin S, Stan, Tim and Colin. - thanks) Need to check tyres (PS)<br>To be derigged in preceding week and fabric control surfaces removed. Andy will recover and deliver to LC later.<br>Cushions to be removed and replaced/reupholstered. (Cost TBA) | open |
| 7-Nov-17 | Strategy | The committee affirms its commitment to the strategy as outlined in the strategy document | ALL | Continue working to the strategy. | open |
| 7-Nov-17 | Winch | Rotating Beacon | RP | To be procured and fitted. Skylaunch offer one. | open |

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|---|---|---|---|---|---|
| 7-Nov-17 | Radio | The launch point radio is not compatible with 8.33kHz spacing requirements. | PS | Procure. PS to procure, est cost £300. | open |
| 7-Nov-17 | Airfield | CB advises that the west edge stock fence was aligned to give a greater gap at the south with a corresponding reduction at its north end. | PS | Communicate to members - this minute serves. | open |
| 7-Nov-17 | Clubhouse | Discussion on how best to utilise the clubhouse space. | CB | Improve access. Remove door frame threshold, add draught strip and replace step with ramp. CB to delegate. Clear out non essential items. Investigate possibility to fit a wider door. | open |
| 7-Nov-17 | Working weekend | Weekend of 13/14th Jan to be a working weekend. No flying. | SO/ PS/ ALL | SO to keep clear in roster. PS to inform membership. ALL to create job list. Volunteer to provide bacon butties and tea/coffee. | open |
| 7-Nov-17 | Launch point | An owner/manager is required for the launch point once it enters service. | PS | Find person from membership. PS | open |
| 7-Nov-17 | Committee | Considered splitting Airfield officer into grounds and buildings roles. | ALL | Ongoing. | open |
| 7-Nov-17 | Safety | Incident form created. | GT | Inform membership. | open |
| 7-Nov-17 | Safety | Operations manual | GT/ PS/ JG/ PM | Review and comment. Also see http://www.darltonglidingclub.co.uk/wp/wp-content/resources/FlightOperations/DGC_Flight_Operations_2017.pdf | open |
| 7-Nov-17 | Safety | Member webpage from main domain. | GT | GT to outline page. PS to give rights. | open |
| 7-Nov-17 | Exped | Exped for next year | PM | PM to arrange. Possibly including accommodation. | open |
| 7-Nov-17 | SUGC | SUGC proposed a system on how to deal with >25yo SUGC members | PS/ JK | Agreed. Proposal in correspondence. PS to inform SUGC and JK/SUGC to consider capitation requirement when it is due | open |
| 7-Nov-17 | Safety | Safety notes to be sent with vouchers | GT | Provide. GT to provide copy to SO who shall include with voucher. | open |
| 17-Aug-17 | ~~Safety~~ | ~~Are safety notes sent with vouchers~~ | ~~GT~~ | ~~Confirm or include.~~ ~~SO confirms safety notes are not sent out, Action on GT to determine if they should be~~ | closed |
| 17-Aug-17 | ~~Glider off site~~ | ~~JG wishes to take the Vega to Portmoak~~ | ~~N/A~~ | ~~Agreed, fees to be as per previous. To be re-rigged on return.~~ | ~~closed~~ |
| 17-Aug-17 | ~~present~~ | ~~PS, JC, SB, CB, JG, RP, PM, SO, EIIR Apologies JK, GT~~ | | | ~~closed~~ |
| 25-May-17 | ~~member coms~~ | ~~The various and varied methods of communication with members and their efficacy was discussed.~~ | ALL | ~~Use google group email going forwards. Do not use gmail account.~~ | ~~closed~~ |
| 25-May-17 | ~~Aircraft~~ | ~~Refinish of HCF. (occurs to PS that nose, wingtips, fin top should be blue to distinguish for EUF)~~ | JC | ~~Book in asap for completion over autumn/winter (Les Clarke £9k).~~ ~~Booked in for 3rd Dec. Need to recover fabric surfaces prior to that so offline from mid nov.~~ | closed |

Shalbourne Soaring Society Ltd
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|---|---|---|---|---|---|
| ~~25 May 17~~ | ~~Safety~~ | ~~Flying in Easterly Winds~~ | ~~PM~~ | ~~Instructors to be reminded of safety issues and problem with fence~~ | ~~closed~~ |
| 25-May-17 | ~~Safety~~ | ~~Flying in Easterly Winds~~ | ~~PM~~ | ~~Winch drivers to be advised that if there is any doubt that the cable is over the stock fence they must cut power and apply brake to stop cable. The shock rope and strop hang vertically from the parachute and this should be taken into account in assessing if the cable can be flown back to the winch. Winch master to determine exact advice { if chute is 100ft high and inside fence the cable shall be stopped and allowed to fall. TBC}~~ | closed |
| 25-May-17 | ~~JMX~~ | ~~The disposal of JMX was discussed. It was agreed that the market was stagnant and that a lower price was more realistic~~ | JC | ~~Advertise on gliderpilot.net and segelflug.de for £6k~~ ~~NVGC have transferred a deposit and will collect on the 06/09/17. balance to be transferred on test flight at UPW~~ | closed |
| 17-Aug-17 | ~~Tribal knowledge~~ | ~~instructor to use morning briefing to give reminders on operational procedures~~ | PM | ~~Propagate to instructors~~ | ~~closed~~ |
| 17-Aug-17 | ~~ATC~~ | ~~how are we going to capitalise on publicity from flying the air cadets? /create PR plan ref us flying the ATC~~ | SO ~~PM~~ | create plan and execute | ~~closed~~ |
| 25-May-17 | ~~Storage~~ | ~~Yellow container is in a state of disrepair, we have an existing storage issue for vehicles.~~ | CB | ~~Manage obtaining new container~~ ~~Ringo has offered us 1 40ft container - but delayed. No further action as MT shelter will be pursued.~~ | closed |
| 25-May-17 | ~~MT shelter~~ | ~~Need better environment for winch maintenance. CB proposed a fabric building which was agreed as a good idea. To replace vehicle container and current winch shelter.~~ | JK | ~~Review affordability based on CB details when provided.~~ ~~Will possibly dip into reserves if JMX sales falls through. This can be managed and action is deferred.~~ | closed |
| 25-May-17 | ~~ATC~~ | ~~Require more visibility of what they intend to do~~ | ~~PM~~ | ~~Add dates to calendar and organise dedicated BI.~~ ~~ATC on hold due to ATC issues.~~ | closed |
| 25-May-17 | ~~Next meeting~~ | ~~17th August~~ | ~~ALL~~ | | ~~closed~~ |
| 25-May-17 | ~~Attendees 25/05/17~~ | PS, JC, SB, CB, JG, RP, PM, JK. Apologies SO | ~~ALL~~ | | ~~closed~~ |
| 25-May-17 | ~~Safety~~ | ~~New safety officer is Graham Tanner~~ | ~~ALL~~ | ~~Thanks!~~ | ~~closed~~ |
| 25-May-17 | ~~Communication~~ | ~~Use caravan door white board for parish notices~~ | ~~ALL PS~~ | Communicate to members | ~~closed~~ |
| 25-May-17 | ~~Hangar~~ | ~~Replacement of hangar floor~~ | ~~CB~~ | ~~Is meeting contractor Mr Ball (if they keep their appointment) or to progress as he see fit with new contractors. Mr Ball is quoting, Mr Ball hasn't quoted, CB investigating alternatives, JK advises funds are available if HCF refinish is delayed~~. ~~New contractors found, work to take place 18/7 at similar rate to original.~~ | closed |

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|---|---|---|---|---|---|
| 25 May 17 | Grass Cutting | CB advised that the mower is serviceable and that he would acquire a brush cutter. | CB | Old device repaired - closed | closed |
| 25-May-17 | Hangar | Metal in hangar | CB RP | Any scrap metal to be weighed in | closed |
| 25-May-17 | Hangar | unserviceable K8s in hangar | JC | Determine final plan for K8 parts | closed |
| 25-May-17 | Communication | Google email group | JC | Investigate use of googlegroups for communication and set up accounts etc | closed |
| 25-May-17 | Hangar | K6 wings, Owned by J Hunneman, he has no requirement for them so they can be removed | JC | To be removed and disposed of at next opportunity. Believed removed | closed |
| 25-May-17 | Safety | New safety officer is Graham Tanner | JC | Inform BGA - Done PS | closed |
| 25-May-17 | Finance | Insurance regarding flying of more than 2 2seaters | JK | Inform instructors and membership of the arrangements | Closed |
| 25-May-17 | Finance | We have a new bank account saving c£300pa in fees | JK | Inform membership | closed |
| 25-May-17 | Finance | Credit card facility | JK | Investigate the need, issues and possibilities for implementation Not practical, NFA | closed |
| 25-May-17 | Hangar | Aluminium | PM | To dispose of | closed |
| 25-May-17 | Winching | Organisation of winch driving instruction | PM | Ideas were discussed but these are the prerogative of the CFI. CFI to adopt new structure as/if he sees fit. - Chris Keating is new El jefe del cabrestante | closed |
| 25-May-17 | Flying | Expeditions | PS | Determine, what when and where the membership would like to do, including flying at RIV. Unlikely | closed |
| 25-May-17 | Safety | Are safety notes and introductory packs sent to new members | PS | Confirm with Stan Oram if this is the case. Nothing is sent to new members. Previous material is available online CB sent links | closed |
| 25-May-17 | Hangar | Vehicles are not be stored in hangar - this is an accident risk. | PS | Inform membership | closed |
| 25-May-17 | Communication | White boards for instructor briefing | PS | Purchase additional | closed |
| 25-May-17 | Safety | New safety officer is Graham Tanner | PS | Invite to meetings | closed |
| 25-May-17 | Safety | New safety officer is Graham Tanner | PS | Update website | closed |
| 25-May-17 | AOB | Trial lesson fees to remain as per current | SO | Investigate varied marketing strategy - no changes to current fees. | closed |
| 25-May-17 | Winch | A service regime and winch maintenance owner is required. | SO | Assess annual winch total and add trigger to log recording spreadsheet based on annual total divided by 4 - new service schedule placed into winch. | closed |
| 25-May-17 | Flying | women go gliding day to be organised in July | SO | Update committee - ES is organising 3rd September | closed |
| 25-May-17 | Voucher | We receive requests to extend vouchers | SO SB | Implement their solution to allow this at charge of their determination. Complete | closed |

Gmail Pete Smith

# Financial Results 2016/17

**Jeremy Knight** 18 October 2017 at 12:20
To: Jeremy Knigh

What a great year! A summary of the financial results is attached. I would suggest that some of the key messages are:

- Stephen's stats (see the website if you haven't looked already) show us doing more launches and longer flights than ever. This, and to a much lesser extent the flying fees/membership rates increases, see membership income up by 23%. Someone with great sagacity said some time ago "The more you fly the better off your club is" and how true that is.
- We also did more trial lessons/vouchers giving 11% more income.
- We bought EUF and sold JMX with an overall cash impact of £11k. But we also got a PWMT loan of £11k.
- We managed to resurface the Hangar floor which has increased our Airfield Maintenance spend.
- We have also made good progress with the Caravan. Although we have made progress on the winch, spend has not been up to the same levels as last year leaving Equipment Maintenance spend lower overall. But if the black-hand crew are going to get to the end of the winch they need the winch workshop, particularly now that winter is setting in.
- We have one of the aircraft booked for refinish.
- Of less significance, fuel spend is up. This is largely a timing issue with a tank of gas being ordered right at the end of the financial year – in fact it was invoiced on the 30th September! But fuel prices are up on last year too.
- The balance sheet remains strong with £39k in the bank (Compared to £43k) despite all the excellent club development and renewal.

Jeremy

**2017 Financial Summary.xlsx**
37K

Gmail Pete Smith

# Publicity report

**Stephen** 6 November 2017 at 19:15
To: committee@shalbournegliding.co.uk

SUGC membership update has been covered in my previous email so the only thing that comes to mind is that our usual ad for vouchers has been booked into the Christmas gifts specials of the Newbury Weekly News.

Voucher sales did very well last year with total sales of £5,740. This compares with £4,855 the previous year and previous highest of £5,205 in fiscal 2015. This year's sales (basically October) stands at £645 which compares to £430 for the same period last year. The table below provides a breakdown of voucher usage over the last 3 years. We currently have a large backlog of unused vouchers. On average 33% of vouchers (by value) are never used but even allowing for that we still have a fairly hefty backlog.

| | 2015 | | 2016 | | 2017 | | 2018 | |
|---|---|---|---|---|---|---|---|---|
| | Value | Count | Value | Count | Value | Count | Value | Count |
| Expired | £1,955 | 24 | £1,750 | 28 | £75 | 5 | | |
| Replaced | £411 | 6 | £590 | 9 | £75 | 3 | | |
| Unused | | | | | £3,245 | 52 | £570 | 5 |
| Used | £2,838 | 33 | £2,515 | 26 | £2,345 | 29 | £75 | 1 |
| Total | £5,204 | 63 | £4,855 | 63 | £5,740 | 89 | £645 | 6 |

Note: the year is taken from the date of issue of the voucher (e.g. a voucher may be issued in one year but used in the following year but it will appear as used in the first year)

:S

**Airfield**

Questions:

Appropriate level of maintenance for club house buildings?

Who is to be responsible for the maintenance of the launch point caravan?

---

Soton Uni have no use for Ka8 trailer. Propose it be removed to Dingly Dell for scrap.

Visitor safety sign on SW margin fallen over – needs new post

New wind sock pivot bearing has been fitted.

Toilet block roof waterproofing now completed

Need to speak to Landlord about re-profiling airfield and annexation of unused part of airfield for motor cycle scrambling.

Suspicious vehicle reported to PC Teresa Herbert – Wilts Police and landlord. Red VW Passat BT02MZV reported by Andy Brind 27/10/2017.

**Winch Build**

Not much progress from last report, but I have spoken to PE and JH who will endeavour to move things forward asap. Much will depend on weather conditions.

Gmail

Pete Smith <petejdsmith@gmail.com>

# 7th Nov Committee meeting

**James Clarke** 7 November 2017 at 16:28
To: Committee
Cc: Pete Smith

Aircraft officers report.

No specific issues to raise.
HCF needs to be boxed up and towed to Les Clark for its refinish. Pete is currently coordinating this. Andy will recover the rudder and elevators before it goes.
JPC is currently in for annual, ARC & 3 year inspection. No issues reported so far.
EUFs annual ARC is due at the end of January. Its 1000 hour check is also due in 78 hours. Obviously preferenctial to do this when its derigged for its ARC but they may depend on when HCF returns.

Jim
[Quoted text hidden]
--
James Clarke

# EQUIPMENT STATUS

# NOVEMBER 2017

## WINCH

Cables on Skybrid replaced since last meeting. All essential servicing up-to-date.

Reserve winch rebuild progressing slowly

## VEHICLES

No issues to report

## OTHER ITEMS

It was decided that the hand crimper was not, after all, that simple to operate, or reasonably foolproof. A hydraulic hand operated crimper has been purchased which is simpler to use and considered satisfactory. The former one can be kept in reserve.

Still awaiting delivery of skip. Scrappie has ongoing problems with lorry breakdowns and drivers!

Rowland Pantling
Equipment Officer

Gmail **Pete Smith**

# SUGC Membership Arrangements

**Stephen** 17 August 2017 at 13:12
To: Colin Baines , Steve Barber Jeremy Knight
, Pete Smith , Phil Morgan
, Rowland Pantling . James Clarke
Jonathan Garner Graham Tanner

Something for AOB tonight

:S

-----Original Message-----
From: gliding (gliding) [mailto:gliding@soton.ac.uk]
Sent: Tuesday, 15 August, 2017 12:50
To: treasurer@shalbournegliding.co.uk; stephen ; 'Steve Barber'; 'Stanley Oram'
Subject: Potential Change to Membership Arrangements

Dear all,

We (Nick and I) have been discussing ways in which we can make our lives easier, your lives easier, and encourage our members to come more regularly to ultimately become solo quicker.

Currently, the system is that we charge first time members a £10 membership fee, which we pass £6 to Shalbourne, plus flying costs for the day. Typically this is £13.20 for two launches + approx. 15-20 minutes flying time (around £4.50). The total for our first time trial members is therefore roughly around £25-30.

The part which then gets slightly complicated is that if they come back, you refund the £6 and we charge the difference for a membership fee to our members which we use to pay our membership fee to you.
What we would like to propose is much simpler for everyone (we think - hopefully you agree). We would offer our new members one of two options;

1. An 'SUGC Trial' where we charge £30 for the 'friend of a member' costs and flying costs for 2x up to 15 minute flights (or 1x up to 1hr flight if the weather is miraculously good over the winter months). We then just pass this £30 directly to Shalbourne and forget about it.
2. A yearly membership option which is unchanged of £30 which we keep and use towards our group membership to you each January. This will include no flying charges, which we will pay as we have been doing so far.

In essence, for most of our members, nothing will change. We know up-front whether a student is coming for a one-time trial or joining as a yearly member. It allows a simple one-payment deal for our trial members and ends the £6 ping-pong.
It also makes it easier to 'sell' SUGC to prospective members at Fresher's Fayre events and makes it easy to explain our costs to the university. We are hoping that the university will give us a grant to subsidize the soaring costs, which aims at benefiting and encouraging those who are keen to come more regularly, meaning more solo pilots within SUGC!

Do you guys agree with this proposal, or do you want to stay how it is?
Thanks

SUGC (Nick and Alex)

**Project management/ AKA Volunteer Effort (See BGA Strategy paper)**

**"Seek out, disseminate, and promote more 'productive' operational & management techniques."**

- **Authorisations** - Hitherto the Treasurer was the reference point for exceptional expenditure, with large items getting an airing at committee and 'huge' items at AGM/EGM.
  The present arrangement whereby an officer has been given free reign to make limited single item expenditures runs into trouble if an individual officer is (or appears to be) making a series of unconnected relatively expensive purchases. So there needs to be a 'yes but' clause, especially if the items appear to contravene club policy, or are not perceived as value for money.

- **Motivation** - Whatever our 'project', it generally involves the same enthusiastic and capable handful of people, especially where any kind of onerous physical effort is required. They are all cost conscious and so tend to 'make do and mend' rather than pursue any kind of significant purchase – indeed they often do not charge for out of pocket expenses. Hence the results are often less than optimal, work is left half done and is and sometimes a complete waste of time. Bodge repairs to the launch point caravan being a good example.
  As the committee member who seems to get most involved with these activities on a week by week basis, for better or worse I tend to be the 'go to' man for tacit approval, tools, parts and encouragement. If something arises that implies extraordinary expense, or potentially involves e.g. safety, it will be circulated. If the consensus is that it is not appropriate it is shelved. And if, as is often the case there is nil response, then it is left to informed judgement to move things forward.
  As recent exchanges have proven this can invite conflicting responses, confuse and demoralise our few volunteers and discourage others from getting involved.

*Suggest discussion/authorisation should be channelled via a single point of contact. i.e. the Project Manager – or officer responsible, in line with the club's strategic plan.*

**In general**

Projects/jobs should be pre-planned and costed in as much detail as possible, identifying the project manager and those who will deliver its various aspects. James's costings for the winch and subsequent control/reports are exemplary. The 'opportune' purchase of the Red Cross caravan which was then left to rot until it was finally rescued is a prime example of the opposite.

*Suggest once funds have been committed it should the project manager's responsibility to coordinate activities, control costs and make periodic reports on progress to the committee.*

Gmail

Pete Smith <petejdsmith@gmail.com>

# SUGC "seniors"

**Stephen** <stephen@ottner.com> 6 November 2017 at 11:23
To: committee@shalbournegliding.co.uk, Stanley Oram <stanoram@googlemail.com>

I had in mind to make a proposal at tomorrow's meeting of how we treat the >26 years old members of SUGC. However, things got accelerated on this front when they turned up yesterday with a 27 year old (not deliberately, Alex explained it was a "slip up"). As Phil and Jon were at the club yesterday I hastily convened a mini-committee and described my proposal to them and Alex and it was acceptable to all. I will therefore summarise it here and if anyone has any objections (or better ideas) please say so and we can discuss it tomorrow. If no objections we will just run with it.

1) Any senior is just another member of SUGC and it makes no difference to the group membership fee

2) Flying fees for a senior will be the same as for any other non-junior member of the club

3) Any capitation fees due to the BGA will be paid by SUGC in addition to membership costs – in practice I would expect them to pass that cost directly to the member/members concerned. From my original discussions with the BGA about group membership that should be calculated on a proportional basis (e.g. group has 8 junior members and 2 senior then 20% are seniors. Group has 5 member slots so 20% of those slots are subject to a capitation fee. Therefore 1 capitation fee is due to the BGA). I will check if that is still acceptable to the BGA.

:S