6th April 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
Stephen Ottner

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

No.	Item	
1	Welcome, Apologies, Adoption of AGM Minutes, meeting decorum	**Chairman**
2	Updated appointments to committee – brief review	**Chairman**
3	Review of committee position descriptions and adoption	**Chairman**
4	Financial Update	**Treasurer**
5	2022 financial plan - adjustment to flying fees & membership	**Treasurer**
6	Safety incidents review. First aid course.	**Safety Officer**
7	Club governance & development	**Chairman**
8	Articles of association - to be updated.	**Secretary**
9	Club email addresses, email access and general communications & IT	**Chairman**
10	Sale of Puchacz EUF. Purchase of replacement and funding.	**Aircraft Officer**
11	Landlord - Lease discussions for clubhouse	**Airfield Officer**
12	Club maintenance – urgent and long term	**Equipment Officer**
13	Club outstanding issues – key items	**Airfield Officer**
14	Free-Flight software & Dutyman	**Chairman**
15	Child Protection Plan and adoption	**Chairman**
16	Club designation as Junior Gliding Centre	**Chairman**
17	Flying Blog (website)	**Marketing Officer**
18	Club publicity - Instagram/Facebook/Twitter	**Marketing Officer**
19	Updated Web Site & Review	**Marketing Officer**
20	Update BGA website with days flying	**Chairman**
21	Club looks - Appearance	**Chairman**
22	Questions from members (Pigeonhole)	**As required**
23	AOB	**As required**

Minutes

Meeting Started 1902h

1 Welcome, Apologies, Adoption of AGM Minutes, meeting decorum
Attendance as above with Andy & Gillian Brind plus Stephen Ottner as observers
AGM minutes proposed by SZ and seconded by BS

2 Updated appointments to committee – brief review
Done

3 Review of committee position descriptions and adoption
Done

4 Financial Update
BS provided an update to the committee, projected annual expenditure ~£56k, last year's income ~£44k. Present bank balance ~£24k
Action:- BS to revise spreadsheets to add a line for membership fees and trailerage fees. Also to provide details of TLs 'in accrual' i.e. paid but not taken

5 2022 financial plan - adjustment to flying fees & membership
Debate around member fee increases. It was agreed that flying fees (per minute) should increase by 7%. No increase in membership, trailerage, or launches for the time being. There was a proposal to allow members the choice of a fixed fee system. JM agreed to work up a proposal for the next meeting.
Action:- JM to propose fixed fee design'
Action:- SZ to circulate decision to members

6 Safety incidents review. First aid course.
CB2 provided update. It had not been possible to arrange for training but there were members who held first-aider qualifications.
The club vehicles were lacking fire extinguishers.
Action:- CB2 to organise extinguishers for vehicles

7 Club governance & development
Update from SZ, committee members urged to review the BGA resources and remind themselves of committee responsibilities. It was noted that the club governance documents were seriously outdated and needed to be refreshed. SZ undertook to do this
Action:- SZ to revise governance documents

8 Articles of association - to be updated.
Action:-KR to liaise with SZ

9 Club email addresses, email access and general communications & IT
Done, previously circulated

10 Sale of Puchacz EUF. Purchase of replacement and funding.
Committee to produce a long term plan for the club fleet, with a priority being to replace EUF
Action:- JM to propose future fleet 'strawman'

11 Landlord - Lease discussions for clubhouse
It was reported that the landlord was not averse to a conversation about a lease for a clubhouse (not the airfield itself)
Action:- SZ/CB/BS to continue the dialogue with Ringo with a view to producing a proposal for the members.

12 Club maintenance – urgent and long term
JH outlined the short and medium term issues that needed to be resolved (Y-winch RH drum and X-winch gearbox) It was likely that financial issues would limit scope for the longer term aims such as X-winch cab rebuild.
Action:- JH to continue the work on both winches as appropriate.

13 Club outstanding issues – key items
CB sought clarity on what was wanted by the members for the remaining section of the existing clubhouse (i.e. not the workshop). The consensus was that this should be restored to be a 'Clubroom'. It was noted that the electrics on that side were not in a useable condition.
Action:- JM to re-engage with electrician.
Action:- CB to seek volunteers to improve the cosmetics.

14 Free-Flight software & Dutyman
SZ outlined the benefits of the 'Free Flight system, it was agreed to further investigate this as it would give significant admin benefits at a modest cost.
It was agreed that 'Dutyman' had not been a success and would be dropped.
Action:- SZ to arrange a demo for a wider group

15 Child Protection Plan and adoption
The child protection officers would be SZ and CB2.
Action:- SZ to circulate to the instructors the DBS applications

16 Club designation as Junior Gliding Centre
This would be dependent on the earlier item of a lease on some land for a clubhouse from which marketing and development grants would flow.

17 Flying Blog (website)
New website under construction by CB2
Action:- CB2 to circulate details to the committee

18 Club publicity - Instagram/Facebook/Twitter
Action:- BB to progress visibility on these platforms.
Action:- PM to arrange admin access for BB on Facebook

19 Updated Web Site & Review
Action:- BB to liaise with CB2

20 Update BGA website with days flying
Action:- SZ to arrange for the BGA to correct their info which currently states that we are weekend only.

21 Club looks – Appearance
Noted club looks tired. Entrance signage to be updated.
Action:- JM to work with CB to get new design and printed on aluminium plate.

22 Questions from members (Pigeonhole)
VEGA?? Would be kept operational as long as spares were available.
Scouts. Position becoming untenable due to extensive safeguarding requirements from Scout groups. It was agreed that we should decline requests from scouts where they would not accept our existing measures

23 AOB As required

Meeting Ended 2122h