

HCUK Management Committee meeting

Monday 26th April 2021, 6pm – via Zoom

Minutes

Present: Moira Campbell, Lindsay Burns, Andy Sheath David Durston, Phil Hall, Pat Crowley, Ivor Barrett, Steve Kitson and Ron Sawford.

1. **Welcome:** David welcomed and thanked everyone for attending the meeting
2. **Apologies for absence:** John Figgures, Steve Sawford
3. **Minutes of last Committee meeting** on 3rd March 2021 were approved
4. **Matters arising** from minutes. None
5. **Update on Corporate Direct:**
 - a. After a discussion around some ongoing questions concerning donations from Wessex Water and Prudential, and the fact that Phil had not yet received a reply to his suggestions our arrangements with Corporate Direct it was decided to take the following action:
 - i. Phil will set up a Zoom meeting with Corporate Direct where he, Paul and David can discuss all these issues directly with them.
6. **Financial Update:** Paul talked us through a previously circulated document and highlighted the following points:
 - a. There are three sections:
 - i. The Summary showing the Charity Commission categories.
 - ii. The format we use for our day to day financial management.
 - iii. The format showing the different Funding streams
 - b. The £29,000 received in 2018/19 for the Support Unit (Rig) is now all spent and the rest is up to us to allocate. I.e., is not restricted.
 - c. It was pointed out that RYA funding is restricted to providing coaches etc. for international events and for promoting/encouraging members to use Sailactivity.
 - d. Everything else from Corporate Direct is available for other things. I.e., is not restricted or designated.
7. **Northern/Scotland project:**
 - a. There was a full discussion covering the make-up of the Scottish rig, the history of the changes from an original 6 boat project to the current 3 boat Scottish/Northern rig project, the inclusion of a trailer that can cover carrying liberties if needed and the available funding for it in the light of Pauls findings above. David and Paul will take this forward.
8. **Sailing restart discussion:** see notes for details
 - a. We had a review of the Whitefriars Fun Regatta and TT and after a full discussion the following points were made:
 - i. All elements of the training and racing went well and people felt comfortable and safe.
 - ii. The Support unit trailer broke down on its way to the site but the boats arrived and were available for both days. (see 9.a. below)
 - iii. Some boats were not rigged correctly which detracted from the sailor's ability to successfully compete.
 - b. Ron reported that:
 - i. all things were in place for the New Forest TT
 - ii. We are progressing well towards the Carsington TT.
 - iii. There were Pontoon problems holding up things for the Nott's County Fun Regatta and TT but a new date was found to give them more time to sort this and they are now confident that the events will be able to go ahead.

- iv. It was agreed that because three events (Frampton TT, Burghfield TT and Oxford Fun Regatta and TT) have now been cancelled we would need to change the number of events to count in the series. We will do this as the season progresses.
- c. David is holding a Zoom meeting on Tues 27th April with the training sub-committee, RYA, Nott's County SC and Midland SC to discuss the Fun Regatta elements of their events.

9. Boat/rig management

- a. On the journey to bring the Support rig from winter storage to Whitefriars SC for their Hansa events the six boat Trailer broke down and was brought there by the AA. Admiral Trailers attended and put a temporary repair and took it back to their works at Honiton to fully repair it. It will not be at the New Forest TT and is not now needed by Pete Bone for his Plymouth event.
- b. The logistics for getting the trailer back to Whitefriars will be organized between David and Pete and those for getting it from Whitefriars to Midland SC Fun Regatta, Birmingham by Steve S and Ron
- c. Ivor did an inventory of all the equipment on the Support Van and Rig and will add to this a schedule document to cover Motor Insurance and Road Tax, AA Breakdown cover and Van and Trailer Service times etc.

10. Membership Update:

- a. See Appendix 1 below
- b. questions re:
 - i. The Stripe card processing system: Ivor said that although it's not one of the market leaders in card processing it was used a lot within businesses and it was recommended by Simon.
 - ii. Bank Transfers rather than card payments: Ivor said they decided to start with just card payments and bank transfer option can be added later if it is needed.

11. Worlds Discussion:

- a. From the request for expressions of interest in entering the 2021 Hansa Worlds, Sicily 12 boats were interested that consisted of 2x2.3s 6x 303s and 4x Libertys.
- b. After a full discussion the following was decided:
 - i. Although David will investigate costs of transporting the boats via Container or professional towers the most likely will be various members towing boats using our six boat rig, other HCUK Trailers, Steve S's trailer or hired trailers.
 - ii. As Covid circumstances can change rapidly it is unlikely that anyone will book anything that cannot be refunded in the event of a cancellation.
 - iii. Therefore, the best way forward seems to be to keep any plans as low cost as possible, as easily cancelled as possible and with full refund cover of any financial agreements we make, recommend or encourage.
- c. David will ensure that the Worlds organisers are aware of the tentative nature of our members registration of interest with them is.

12. A.O.B.

- a. Moira told us that there was hoisting problems at the Scottish TTs at Bardowie due to the covid safety social distancing rules. She will try to sort this out and report back.
- b. Ron gave an update of his work with Rutland Sailability/SC re the 2021 Hansa UK Nationals. Dates are agreed and booked and David Wilkins has been allocated as our Race Officer for the event. Pat recommended that as the Sailability group has only just re-started sailing we should leave developing the Notice of Race etc. for a few weeks more.
- c. Moira told us that Matthew has invited her sailors to an event at Bolton on 15th June. David and Moira will take this forward.
- d. Ron informed the meeting that the Oxford Fun Regatta and TT has been cancelled as in their opening up of sailing they were not starting sailability open events yet.

13. Next Meeting:

- a. The next HCUK Management Committee Meeting will be Tuesday 29th June 2021 at 6pm via Zoom.

Minutes approved - Signed: -----

Date: -----

Appendix 1

Membership System Development

Meeting with Simon from Spectulise - Tuesday 20th April 2021 - Ivor Barrett and Andy Sheath

Objective

Meeting convened to discuss set up of membership application form on HCUK website and to provide payment facilities for members.

Output of meeting

- Application form to be designed and put on website using Cognito Forms
- Need to specify fields required essentially in the order needed and any other text such as instructions and data privacy statement.
- Simon will set this up FOC
- Payments can be made by Debit/Credit card using Stripe payment processing platform (recommended by Simon)
- System will send automated acknowledgement of application and payment to applicant.
- Data storage is in the cloud by Cognito fully compliant with current data protection regulations (GDPR)
- Membership Secretary will be able to access and download applicant data to external database.
- Cognito Forms costs - £22 per year licence through Spectulise. This allows us to set up other forms as needed, e.g., Hansa 303 booking form.
- Stripe costs – Free to set up, then 1.4% standard rate + 20p per transaction i.e., 34p charge on £10 membership fee. Stripe also has a slightly lower rate for charities: approx. 1.2% + 20p. i.e., 32p on our £10 membership fee.

Next steps

- Identify membership form fields required and write any supplementary text e.g., Privacy statement.
- Circulate for comment.
- Finalise and send to Simon.

IB

26 April 2021.
