



# Royal Brighton Yacht Club

The Sailors' Club

## GENERAL COMMITTEE MINUTES

Monday 30 May 2022, 6.00 PM Committee Room

- **PRESENT** - Peter Strain, John Mooney, Brett Heath, Murray Cowdell, Kalpana Merrett, Cath Hurley, Peter Gebhardt, Paul Jenkins, Marnie Irving (by video link), Niesje Hees (minutes)
- **APOLOGIES** - Phil Hall, Peter Demura
- **PREVIOUS MINUTES**

True and accurate record subject to the following;

- Correction of Murray Cowdell's name under General Business.

*A paper was tabled by Murray Cowdell regarding Containers on the hard stand.*

**MOVED:** Murray Cowdell

**SECONDED:** Paul Jenkins

**CARRIED**

- **MATTERS ARISING FROM PREVIOUS MINUTES**

- The minutes state that the discussion was carried forward to the next meeting. In fact, the decision has been taken to communicate with the owners of the containers to let them know they can replace their container, but that they may be requested to remove it if plans for more permanent structures eventuate.

- **CORRESPONDENCE**

- Regarding renewal of the permit for the Driveway, the council require planners to lodge a formal application. A quote had been received from UPC for approx. \$4k- \$5k (tabled to the meeting). This is identical to a competitor quote obtained previously by the Commodore.

The meeting noted the Plans submitted by Scott Sheldon and agreed the work can be done in stages, but that the application for the permit should be lodged, and the UPC quote accepted.

**MOVED:** Murray Cowdell

**SECONDED:** Cath Hurley

**CARRIED**

- Noted request by Commodore to Parks for a follow-up meeting regarding the Seabed Lease (which will also address comments made by Roger Jepson with respect to the standard draft lease).



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- Noted letter from Rotary requesting support for a Recycle regatta to be held March 2023. Agreed the club will be supportive provided this is not held on a Sunday morning, and subject to calendar availability.

**MOVED:** Peter Strain

**SECONDED:** Kalpana Merrett

**CARRIED**

- Noted Peter Strain address to Rotary and request to support International Convention in May 2023 through taking delegates out on boats, which the club would support.

### ▪ **RISK MANAGEMENT**

Peter explained the Risk Matrix which has been reviewed by the Finance sub-committee. GC members are requested to complete the “Perceived Risk” from the perspective of Consequences and Likelihood for each of the risks listed so far, and these results will be collated. The following points were noted;

- The Consequences and Likelihood tables show different categories as columns - if any of the conditions in any of the rows is satisfied, then the rating is applicable.
- In the Reputation column of the Consequences table, the reference should be to “community” impact rather than “social media” (ie, referring to “reach” of the impact rather than the channel)
- Some examples and instructions would be helpful
- This risk matrix is not comprehensive – each department will also complete their own risk matrix.
- The table should be completed by GC members by 20 June.

### ▪ **FINANCE REPORT**

- The results for April are very good. We should however guard against complacency. The winter period is expected to be less busy. Employment costs are now at 37 percent (an improvement but still high).
- It was noted that the remainder of the long-term leases expire next year (ie. in Dec 2022). Maintenance costs are charged separately, and it is important that members understand those maintenance costs which have been incurred by the club (considerable costs have been incurred this year, both with respect to repairs and the dredging).
- Going forward, marina licences (rather than leases) will be issued. The following points were noted;
  - We are unable to issue any long-term licences until the seabed lease has been renewed (expires in April 2023). In the meantime, annual licences will be offered, with further consideration to be given to longer term arrangements once the Seabed lease with Parks has been renewed.



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- It is important that we provide clear communication to members about the changes from leases to licences, as well as the change in arrangements once the long term leases expire.
- Going forward it is important that we budget for required major future investments (eg replacing the attenuator and marina improvements) – as well as annual budgets.
- It was noted that dredging inside the marina is required – the first step is to commission a hydrographic survey for comparison purposes (a similar survey was undertaken a year ago).
- With respect to membership fees, it has been agreed that there will be no change to Senior Membership fees and all other categories will be increased by 5%. The exception is Youth membership (ie up to 18 years of age). The Finance Committee recommends changing the fee for Youth Membership from \$183 to \$99.

**MOVED:** Kalpana Merrett

**SECONDED:** Murray Coddell

**CARRIED**

### ▪ **GENERAL MANAGER REPORT – tabled**

- Suggestion that there be a “meet and greet” with the new Boating Manager at the next GC Meeting.

*(Note: Subsequent to the meeting Phil Hall agreed he will organise).*

### ▪ **SAILING MINUTES - tabled**

- The rock has been buoyed. Noted that quoted cost of removing the rock is approximately \$4k (TBC) and that this would be a worthwhile investment.
- Noted that Skippers forums are in the calendar for the next two weeks
- Looking for around 15 Club Auditors (requires a 3 hour online course and commitment to audit a number of boats). Reaccreditation is every four years.
- Reminder that Working with Children check needs to be renewed when it expires
- Volunteers for the Frostbite regatta from GC are Paul Jenkins, Brett Heath and Peter Gebhardt (19 June at RMYS)

### ▪ **MEMBERSHIP**

- Noted that all membership numbers are looking healthy, but crew membership and youth membership need some work to improve.
- Approval of new members

**MOVED:** Paul Jenkins

**SECONDED:** Murray Coddell

**CARRIED**



# Royal Brighton Yacht Club

## The Sailors' Club

- Noted that the GC confirms the ongoing approval of Powerboats beyond the 10 percent maximum mentioned in the rules (*GM will provide a report of current powerboat numbers for the next meeting*).
- Noted that Aquatic members are referred to Iceberger sub-committee for induction. Need to ensure records of this induction are maintained.
- **CRUISING – report tabled**
  - Titanic Night very successful.
  - Noted that Cruising Group have a pre-arranged Cruising Forum dinner on 15 July (therefore Presentation Night cannot be 15 July – tentative alternative is 22 July)
- **IDAG**
  - Investigating Hearing Loops including potential funding opportunities. Reinforced that total cost of ownership (including ongoing servicing) needs to be considered.
- **MARINA AND ATTENUATOR ADVISORY GROUP – report tabled**
- **AQUATIC MEMBERS**
  - At the next meeting, will confirm inductions of new members are recorded.
- **ASSETS**
  - Assets have been uploaded into Asset Manager Pro by Malcolm Mitchell. Next step is to include maintenance schedules.
- **SOCIAL COMMITTEE – report tabled**
  - Noted that the Social Committee has made a major contribution to the club, including assisting with providing a welcoming atmosphere for new members.
- **CLEANER SAILING – report tabled**
  - The recommendation to seek Level 4 accreditation is recommended, subject to finalisation of costs (including potential costs for travel and accommodation of auditors)
- MOVED:** Kal Merrett                      **SECONDED:** Peter Strain                      **CARRIED**
- Noted that there is a recommendation to provide a scoop and bin on the marina to enable rubbish to be removed from the water. Cleaner sailing subcommittee will develop a proposal along these lines.
- **GENERAL BUSINESS**
  - Presentation Night – check whether 22 July will work



# Royal Brighton Yacht Club

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- Need for GC members to apply for Directors Identification Number (DIN) by November – Brett to provide information on how to do this (*Note: Brett sent this out to all GC members after the meeting*).
- Volunteers barbecue – need to agree a date for the near future (consult Phil – probably a Sunday would be best)
- Happy hour – discussion on why this has been removed and whether it should be re-instated. Need to consult GM.

*Note: subsequent to meeting GM provided the information that this has not been in place during his tenure (was removed previously). From a financial viewpoint it is costly – would rather “give back” to the members through improving member services and facilities.*

- Reinforced that any offers of “gifts” to the club need to be approved by GC (so that ongoing servicing and maintenance costs can be taken into account).
- 150<sup>th</sup> anniversary coming up in 2025 – appropriate to set up Steering Committee in the near term to ensure there is a plan for lead up events (Niesje to followup).
- GC meeting minutes –discussion confirming minutes to be published only after ratification at the next meeting.
- RBYC to support SYC for the Parks Victoria plans to redevelop Sandringham Harbour.

➤ MEETING CLOSED: 9.20PM

NEXT MEETING: 27.6.22

# Royal Brighton Yacht Club Risk Management

Last Update:

Group / Area	Perceived Risk / Threat				Perceived Risk Level			Mitigation	Residual Risk L	
	Asset	Category	Threat	Description	Consequence	Likelihood	C x L		Consequence	Likelihood
Business & Operational	General Committee	Administration	Attract and Retain qualified GC members		4	4	16			
	Staff	Administration	Recruit Key Management		5	2	10			
	Staff	Hospitality	Quality Chefs and Management		4	3	12			
	Staff	Sailing Office	Qualified Sailing Management		4	2	8			
	Finance	Cash Flow	Maintainance & Development	Payroll, ATO, Rent Creditors			0			
	Finance	Surplus	Maintainance & Development				0			
	Finance	Business Interruption	Pandemics Pier Failure				0			
	Finance	Competition	Local operations				0			
	Finance	Liquor Licence	Loss of Licence				0			
	Finance	Bad Debts	Member Payments				0			
	Operations	Fire	Business Interruption		5	1	5			

**Table 1 - Consequence**

Level	Descriptor	Reputation	Economic	Capability	Information	People / Property	Environment
1	Insignificant	Derogatory email / verbal communication	Low Financial Loss <\$500	Inability to operate for a few hours	Loss of data on a portable drive	Minor injury / First Aid Treatment	Visible overspray / sanding dust
2	Minor	Negative Social Media Commentary	Medium Financial Loss <\$500 - \$5,000	Inability to operate for a day	Loss of data from x drive	Treatment by Doctor / Ambulance	Minor oil spill (<5)
3	Moderate	Negative Local Media Coverage	High Financial Loss \$5,000 - \$25,000	Inability to operate for a week	Loss of data from backup	Major injury / Hospitalisation	Toxic release contained onsite / Major Oil Spill (>5)
4	Major	Negative National / International Media Coverage	Major Financial Loss \$25,000 - \$50,000	Inability to operate for a period of weeks	Loss of Server or significant portion of Backup	Single death or multiple major injuries	Offsite toxic release with no detrimental effects
5	Catastrophic	Ongoing Negative National / International Media Coverage	Huge Financial Loss < \$50,000	Closure of Site	Loss of Server & Backup	Multiple deaths	Significant environmental damage

**Table 2 - Likelihood**

Level	Descriptor	Equipment lifespan Example	Per Year Example
1	Rare	Highly improbable in the lifetime of the equipment / operation	should not occur more regularly than every ten years
2	Unlikely	Improbable in the lifetime of the equipment / operation	maybe once every six-ten years
3	Possible	Possible in the lifetime of the equipment / operation	possible every two-five years
4	Likely	Probable in the lifetime of the equipment / operation	may occur every two years
5	Almost Certain	Expected in the lifetime of the equipment / operation	likely to occur annually

**Table 3 - Risk Level / Priority. (Priority = Consequence x Likelihood)**

		CONSEQUENCES				
		Insignificant	Minor	Moderate	Major	Catastrophic
LIKELIHOOD	Insignificant	1	2	3	4	5
	5 (almost certain)	5	10	15	20	25
	4 (likely)	4	8	12	16	20
	3 (possible)	3	6	9	12	15
	2 (unlikely)	2	4	6	8	10
1 (rare)	1	2	3	4	5	



# **ROYAL BRIGHTON YACHT CLUB INC.**

## **Financial Reports**

**for the nine months ended**

**31<sup>st</sup> March 2022**



## Finance Summary April 2022

Another strong trading month with all departments up on budget. Catering up \$70k, Membership up \$10k, Marina up \$27k and Sailing up \$10k Total revenue up \$130k. Gross Profit up \$108k. Expenses in line with budget resulting in a surplus up \$102k compared to budget. Year to Date result is very strong with the net result \$385k up compared to budget. Cashflow remains solid Liquidity Quick Ratio of 3.

Account Name	April 22			YTD FY2022		
	Actual	Budgeted	\$ Difference	Actual	Budgeted	\$ Difference
<b>Income</b>						
Total Catering Revenue	\$277,760.64	\$207,000.00	\$70,760.64	\$1,867,478.49	\$2,521,700.00	(\$654,221.51)
Total Membership Income	\$78,259.77	\$68,150.00	\$10,109.77	\$669,058.55	\$681,500.00	(\$12,441.45)
Total Marina, Hstand & Storage Inc	\$125,082.37	\$97,486.00	\$27,596.37	\$978,330.71	\$954,788.00	\$23,542.71
Total Sailing Income	\$13,270.40	\$5,150.00	\$8,120.40	\$109,966.65	\$75,500.00	\$34,466.65
Total OTB Income	\$10,358.30	\$5,500.00	\$4,858.30	\$115,274.21	\$112,200.00	\$3,074.21
Total Other Revenue	\$15,716.70	\$7,217.15	\$8,499.55	\$396,806.31	\$72,239.09	\$324,567.22
Total Income	\$520,448.18	\$390,503.15	\$129,945.03	\$4,136,914.92	\$4,417,927.09	(\$281,012.17)
Total Catering Cost Of Sales	\$90,527.74	\$68,460.00	\$22,067.74	\$708,631.98	\$829,489.00	(\$120,857.02)
<b>Gross Profit</b>	\$429,920.44	\$322,043.15	\$107,877.29	\$3,428,282.94	\$3,588,438.09	(\$160,155.15)
<b>Expenses</b>						
Total General Operating Expenses	\$20,516.21	\$19,754.69	\$761.52	\$183,411.87	\$240,742.86	(\$57,330.99)
Total Professional Fees	\$6,042.80	\$7,450.00	(\$1,407.20)	\$63,345.64	\$74,500.00	(\$11,154.36)
Total Equipment Expenses	\$2,381.85	\$2,400.00	(\$18.15)	\$23,971.85	\$24,750.00	(\$778.15)
Total Insurances, Licenses & Rego	\$11,104.54	\$14,922.88	(\$3,818.34)	\$110,239.98	\$149,808.80	(\$39,568.82)
Total Advertising & Promotions	\$2,402.73	\$3,210.00	(\$807.27)	\$34,188.77	\$32,100.00	\$2,088.77
Total Occupancy Costs	\$15,716.18	\$37,500.00	(\$21,783.82)	\$219,554.14	\$377,800.00	(\$158,245.86)
Total Debt Recovery Costs	\$0.00	\$700.00	(\$700.00)	(\$10,839.68)	\$22,000.00	(\$32,839.68)
Total Repairs, Servicing & Maintenance	\$7,234.23	\$5,314.00	\$1,920.23	\$240,606.05	\$170,429.00	\$70,177.05
Total Internal Club Expenses	(\$540.92)	\$725.00	(\$1,265.92)	\$2,599.84	\$7,250.00	(\$4,650.16)
Total Sailing Expenses	\$2,190.59	\$1,450.00	\$740.59	\$52,697.16	\$39,425.00	\$13,272.16
Total Employment Expenses	\$194,199.94	\$162,006.94	\$32,193.00	\$1,606,776.53	\$1,851,967.65	(\$245,191.12)
Total Expenses	\$261,248.15	\$255,433.51	\$5,814.64	\$2,536,951.43	\$2,990,773.31	(\$453,821.88)
Operating Surplus	\$168,672.29	\$66,609.64	\$102,062.65	\$891,331.51	\$597,664.78	\$293,666.73
<b>Other Income</b>						
Interest Income	\$3.01	\$37.55	(\$34.54)	\$13.50	\$380.49	(\$366.99)
Total Other Income	\$3.01	\$37.55	(\$34.54)	\$13.50	\$380.49	(\$366.99)
<b>Other Expenses</b>						
Depreciation	\$74,844.81	\$82,938.54	(\$8,093.73)	\$771,863.76	\$840,443.88	(\$68,580.12)
Amortisation	\$8,215.94	\$8,258.54	(\$42.60)	\$82,159.40	\$83,686.51	(\$1,527.11)
Loss/Gain on Asset Disposal	\$0.00	\$0.00	\$0.00	(\$1,500.00)	\$0.00	(\$1,500.00)
Interest Expense	\$2,586.50	\$6,958.03	(\$4,371.53)	\$29,989.83	\$70,508.01	(\$40,518.18)
Lease Interest Expense	\$1,953.94	\$0.00	\$1,953.94	\$20,540.13	\$0.00	\$20,540.13
Total Other Expenses	\$87,601.19	\$98,155.11	(\$10,553.92)	\$903,053.12	\$994,638.40	(\$91,585.28)
<b>Net Surplus/(Loss)</b>	\$81,074.11	(\$31,507.92)	\$112,582.03	(\$11,708.11)	(\$396,593.13)	\$384,885.02

## Trading Report by Department

	Restaurant		Members Bar		Functions		Total Catering	
	\$	% Income	\$	% Income	\$	% Income		% Income
<b>Income:</b>								
Food	\$ 88,122	58%	\$ 10,683	32%	\$ 56,344	60%	\$ 155,149	56%
Beverages	\$ 62,888	42%	\$ 17,182	52%	\$ 29,985	32%	\$ 110,056	40%
Members F&B Discounts - Revenue	\$ -	0%	\$ 5,133	16%	\$ -	0%	\$ 5,133	2%
<b>Total F &amp; B Income</b>	<b>\$ 151,011</b>	<b>100%</b>	<b>\$ 32,998</b>	<b>100%</b>	<b>\$ 86,329</b>	<b>92%</b>	<b>\$ 270,338</b>	<b>97%</b>
Private Functions	\$ -	0%	\$ -	0%	\$ 14	0%	\$ 14	0%
Room hire	\$ -	0%	\$ -	0%	\$ 7,409	8%	\$ 7,409	3%
Other Catering Income	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%
<b>Total Catering Income</b>	<b>\$ 151,011</b>	<b>100%</b>	<b>\$ 32,998</b>	<b>100%</b>	<b>\$ 93,752</b>	<b>100%</b>	<b>\$ 277,761</b>	<b>100%</b>
	54%		12%		34%		100%	
<b>Direct Expenses:</b>								
Food expense	\$ 33,597	\$ 0	\$ 4,073	\$ 0	\$ 21,482	\$ 0	\$ 59,152	21%
Beverage expense	\$ 17,929	\$ 0	\$ 4,899	\$ 0	\$ 8,548	\$ 0	\$ 31,376	11%
<b>Total F &amp; B Gross Surplus</b>	<b>\$ 99,484</b>	<b>66%</b>	<b>\$ 24,027</b>	<b>73%</b>	<b>\$ 63,722</b>	<b>68%</b>	<b>\$ 187,233</b>	<b>67%</b>
<b>F &amp; B Wages:</b>								
Restaurant Wages	\$ 5,811	4%	\$ 1,270	4%	\$ 3,607	4%	\$ 10,688	4%
Restaurant Wages Casual	\$ 20,127	13%	\$ 4,398	13%	\$ 12,496	13%	\$ 37,021	13%
Kitchen Wages	\$ 16,160	11%	\$ 3,531	11%	\$ 10,033	11%	\$ 29,724	11%
Kitchen Wages Casual	\$ 1,119	1%	\$ 244	1%	\$ 695	1%	\$ 2,058	1%
Kitchen Chef Wages Casual	\$ 7,209	5%	\$ 1,575	5%	\$ 4,475	5%	\$ 13,260	5%
Members Bar wages	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%
Members Bar wages Casual	\$ -	0%	\$ 4,542	14%	\$ -	0%	\$ 4,542	2%
Functions Wages	\$ -	0%	\$ -	0%	\$ 4,469	5%	\$ 4,469	2%
Functions Wages Casual	\$ -	0%	\$ -	0%	\$ 10,858	12%	\$ 10,858	4%
<b>Total Catering Wages</b>	<b>\$ 50,425</b>	<b>33%</b>	<b>\$ 15,561</b>	<b>47%</b>	<b>\$ 46,633</b>	<b>50%</b>	<b>\$ 112,619</b>	<b>41%</b>
<b>Total Catering Gross Surplus after wages</b>	<b>\$49,059</b>	<b>32%</b>	<b>\$8,466</b>	<b>26%</b>	<b>\$17,089</b>	<b>18%</b>	<b>\$74,614</b>	<b>27%</b>

## Cash Flow Summary

Apr-22

<b>Operating Surplus</b>	-\$ 200.00
(Increase)/Decrease in Debtors	\$ 48,696.90
(Increase)/Decrease in Prepayments	-\$ 75,867.75
(Increase)/Decrease in Inventory	\$ 2,280.53
Increase/(Decrease) in Creditors	-\$ 31,969.11
Increase/(Decrease) in GST	\$ 41,811.85
Increase/(Decrease) in Other Liabilities	-\$ 184,586.01
<b>Net Operating Cash flow</b>	-\$ 30,961.30
(Increase)/Decrease in fixed Assets	-\$ 3,059.16
<b>Net Cash flow from Investing</b>	-\$ 3,059.16
Interest Income	\$ 3.01
Interest Paid	-\$ 4,540.44
Increase/(Decrease) in Other finance	-\$ 11,852.89
<b>Net Cash flow from financing</b>	-\$ 16,390.32
Opening balance	\$ 1,216,101.86
Net change in cash flow	-\$ 50,410.78
<b>Closing balance</b>	<b>\$ 1,165,691.08</b>

19/05/2022

Royal Brighton Yacht Club  
253 Esplanade, Middle Brighton  
VIC, 3186

Dear Board Members,

**RE: Royal Brighton Financial Results – April 2022**

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Below is a summary of the Club's financial results for April 2022, as well as accompanying commentary.

**Financial Results April 2022:**

The financial reports for the period have been prepared on a calendar month basis from 1<sup>st</sup> April to 30<sup>th</sup> April 2022. The Club traded as normal throughout the month, with the exception of the 15<sup>th</sup> and 18<sup>th</sup> of April, where the Restaurant was closed.

April was a good month for the venue compared to the budget, with the total Revenue exceeding the budgeted figures by \$130k. When comparing the financial results with the previous month, total Revenue has decreased by \$61k. Significant decreases in Revenue were reported for Catering Revenue and Sailing Revenue, which declined by \$36k and \$39k, respectively. However, the Club has performed well compared to the same period in FY21, with Revenue reporting a sizeable increase of \$87k. Revenue increased across all departments in comparison to FY21, with a noteworthy increase of \$58k in Catering Revenue.

From an expenditure perspective, Expenses for the period are slightly over the budgeted figures by \$6k. For further comparison purposes, total Expenses for April have decreased \$46k month-on-month. This decrease is due to lessened expenditure across most operational departments, with a notable cost reduction reported in Employment Expenses, which reduced by \$22k. This significant decrease in Employment Expenses can be largely attributed to the \$17k decline in External Wages.

While the total Employment Expenses have reduced significantly month-on-month, the Employment cost ratio of 37% remains consistent with previous months, and is below the budgeted Employment cost ratio of 41%. For further analysis purposes, the Employment cost ratio is well below the FY21 period ratio of 47%.

The venue's Cash balance for the month has been reduced by \$51k compared to last month, the cash outflow is mainly driven by the payment for the FY22-23 Business Insurance, which was paid in full.

In summary, the Club has generated an impressive \$168k in Operating Profit for the month, which is \$102k above budget, and an increase of \$11k month-on-month. Overall, the year-to-date Operating Profit stands at \$891k against a budget of \$597k.

Please see the table below, the total Employment cost ratio to total Revenue (excluding government grants) for the last three months as well as last year.

Feb-22	Mar-22	Apr-22
38%	37%	37%

Feb-21	Mar-21	Apr-21
38%	41%	47%

Please note the upcoming statutory liabilities listed below:

Upcoming Liabilities	Amount	Due Date
FY20-21 Payroll Tax	\$12,078.93	07/06/2022
Mar-22 BAS	\$94,780.00	26/05/2022
<b>Total</b>	<b>\$106,858.93</b>	

The March Quarter Business Activity Statement is due on the 26<sup>th</sup> of May, please advise prior to this date if arrangements need to be made for a payment plan.

The Balance Sheet of the Club reflects the latest known financial position as at the end of April 2022, and I can confirm that the Club is up to date with all statutory payments and lodgements.

As always, I encourage queries and discussion over the financial accounts. Please feel free to contact me should you have any queries or wish to discuss it.

Kind Regards,



**Freddie Deegan**

*Director – On Tap Hospitality*

# Royal Brighton Yacht Club

## Finance Sub-Committee Meeting

Minutes of meeting of Finance Sub-Committee held Tuesday 26<sup>th</sup> April 2022, via Zoom

**Committee Member Present:** Peter Demura, Peter Strain, John Mooney, Paul Jenkins, Phil Hall, Niesje Hees, Brett Heath and Keith Badger. Please note Keith Badger left the meeting at 5.42 pm.

Meeting opened at 5.05pm

1. Minutes of previous meeting – Peter Demura moved that they be approved, Seconded by Keith Badger. Minutes approved.
2. Overview of Accounts and Club Activity.
  - a. Discussion of March financial results as per General Committee Finance Report and noted the following:
    - The March financial results indicated a strong operating result, a small overall net surplus and continued a fall in the employment cost/income ratio.
    - The Club received the Sail Melbourne income of around \$40,000.
    - In late April, rather than paying in instalments, the cash position allowed the Club to pay its annual insurance premium of \$103k saving \$5k in interest costs.
  - b. Trading:
    - In April the increased public holidays resulted in an increase in wage costs
    - Good trading on Easter Saturday and Anzac Day.
    - There has been an effort to sign off staff as activity slows.
    - Full time staff have had performance reviews and a with a focus on controlling wage costs.
3. Risk Register
  - a. Peter Demura presented an initial list of risks facing the Club and a draft rating of the likelihood and consequences of each risk.
  - b. Discussion on the demarcation between sailing and business risks with the need to ensure risks are allocated to appropriate area and they are dealt with by the people managing the risks
  - c. Role of Finance Sub-Committee (FSC) in the risk management process. Apart from being custodians of the Business and Operational Risks, the role of the FSC is to assist the General Committee in managing the risks.
  - d. Responsibility for the identification, quantification and mitigation of the risk is best done by people who at managing the risks at the respective areas of the Club.
  - e. Peter Strain agreed to take responsibility at the General Committee level.
  - f. It was noted the potential domino affect of risk with one event setting off a whole series of risks.
4. RBYC Debentures
  - a. An email has been sent to Craig Hicks following the General Committee to approving the inflation-adjusted payment of each \$20 debenture valued at \$85.42 (based on RBA website calculations). Therefore the total value of the 3 debentures would be \$256.26. The email outlined the offer and asks

Mr Hicks to provide evidence of the will and probate. Once the appropriate information is provided he will be asked to sign a release letter and payment will proceed.

5. Budget – a template to be circulated to all relevant areas of the Club with a draft to be presented at the June General Committee meeting. In anticipation of renewed sea bed lease conditions requiring the Club to take responsibility for dredging the Eastern Channel consideration needs to be given to setting aside up to \$100,000 per annum for maintenance dredging of the channel and marina.
6. Audit – Auditor meeting to be held on Thursday 28<sup>th</sup> to commence the planning for FY23 audit
7. Membership Fees – The Finance sub-Committee recommended the following:
  - a. No increase for Senior Members and Boat Owners
  - b. 5% increase for all other categories
  - c. Youth Membership fees to be reviewed in light of the large discrepancy between RBYS (\$183pa) and SYC (\$99pa).
8. Asset Management – Discussion held over due to time constraints.

Meeting Closed at 6.02pm.

Next Meeting at 5.00pm Monday 30<sup>th</sup> May 2022.

Peter Demura  
Honorary Treasurer  
5<sup>th</sup> May 2022

## GENERAL MANAGER'S REPORT MAY 2022

- OH & S – There have been no reports with outstanding issues. There have been 3 reports of minor injuries. We have introduced this agenda item to the weekly staff (toolbox) meeting. Further procedural changes without introducing new risks will be considered.
  - Kitchen procedures regarding transporting hot cooking oil and wet floors.
  - Laser Dinghy's stored on top rack in undercroft.
- Colin Burgess has settled in well to the role of Boating Manager
- I recently attended the Marinas22 conference. It gave me the opportunity to step back from the business to assess where I should be focusing on the bigger picture. Some of the session included:
  - **NAB Economic Forecasting** over the next 18months, interestingly the economist suggested that the media are exaggerating the level of inflation that we are likely to experience.
  - **Demographic Surveys** with the type of activities that Generation X, Y, Z & Alpha are likely to engage. These surveys are also likely to help with managing staff & members who all have different expectations with their engagement with RBYC.
  - The MIA conducts surveys of the **Marina Industry** and I completed this on behalf of RBYC approx. 6 months ago. The results will be soon released. RBYC appears to be consistent with emerging industry trends. Boats are getting bigger. There is a move from sailing boats to power boats. Registrations of boats have increased by 20% however production of boats has only increased slightly indicating that many unregistered boats sitting in storage have been sold to new owners and re-registered. The second hand boat market has very little stock. People are looking for engagement and sense of belonging and are therefore joining clubs. New boat owners are inexperienced and looking to gain skills to become competent.
  - **Events** being conducted in Marinas or Clubs are seen as an easy way for new members/boat owner to engage and share knowledge. Small sub communities develop in marina rows or boat type.
  - **Environmental Factors / Clean Marina / Decarbonisation** – exploring what we can effectively change in consideration of these factors in the responsible approach that we should follow. The Cleaner Sailing subcommittee are recommending that we undertake the Clean Marina Program which I fully endorse. It was noted that in NSW, the EPA prosecutions, for waterways offences, over the last 5 years would not have taken place if the businesses were following the 'Clean Marina' program.
  - **Workplace Culture** a Dale Carnegie facilitator ran a workplace culture session. It raised the principles of a connected workplace and those engaged employees adding exceptional value to the workplace. Engagement can occur through various methods which include respect, recognition, and values. The demographics of our workforce suggest that they will engage if they agree with the values of the organisation. This may include environmental responsibility or giving back to the Community.
  - There was also time spent in networking with my peers in other organisations. Approximately 330 delegates attended the conference. As well as Yacht Club managers from around Australia the all marinas around Victoria were well represented with d'Alboras - Docklands & Martha Cove, St Kilda, RMYS, RBYC, SYC, Yaringa, WesternPort, Queenscliff Harbour, RGYC, Wyndham Harbour & RYCV.

Phil Hall

General Manager

**Forecast**

**Apr-22**

Date	Function name	Pax	Food Per head	Total food	Room hire	AV	Beverage cost	Total function
01.06.22	Andrew Woolf conference	10	\$ 30.00	\$ 300.00	500	N/A		\$800
02.06.22	BNI Prestige	30	\$ 30.00	\$ 900.00		N/A	250	\$ 1,150.00
02.06.22	ROTARY	30	\$ 35.00	\$ 1,050.00		N/A		\$ 1,050.00
03.06.22	BNI	40	\$ 30.00	\$ 1,200.00			\$250	\$ 1,450.00
03.06.22	FIRST FRIDAY	30	\$ 30.00	\$ 900.00		N/A	On consumption	\$ 900.00
03.06.22	FIRBANK GRAMMAR	150	\$ 30.00	\$ 4,500.00	\$ 500.00	N/A	\$3,750	\$ 8,750.00
04.06.22	BILL BROWN LUNCH	30	\$ 70.00	\$ 2,100.00	\$ 500.00	N/A	On consumption	\$ 2,600.00
04.06.22	ELLAS MUSIC NIGHT			\$ -	\$ 500.00			\$ 500.00
06.06.22	PROBUS MEETING			\$ -	\$ 500.00		On consumption	\$ 500.00
08.06.22	CHL BUISSNESS CONFERENCE			\$ 1,500.00	\$ 1,000.00		On consumption	\$ 2,500.00
09.06.22	BNI Prestige	30	\$ 30.00	\$ 900.00		N/A	\$250	\$ 1,450.00
09.06.22	ROTARY	30	\$ 35.00	\$ 1,050.00			On consumption	\$ 1,050.00
10.06.22	BNI	40	\$ 30.00	\$ 1,200.00		N/A	\$250	\$ 1,450.00
10.06.22	COMEDY NIGHT			\$ -	\$ 500.00		On consumption	\$ 500.00
16.06.22	BNI Prestige	30	\$ 30.00	\$ 900.00			\$250	\$ 1,150.00
16.06.22	ROTARY	30	\$ 35.00	\$ 1,050.00			On consumption	\$ 1,050.00
17.06.22	BNI	40	\$ 30.00	\$ 1,200.00			\$250	\$ 1,450.00
17.06.22	CRUISING DINNER	30	\$ 40.00	\$ 1,200.00		N/A	On consumption	\$ 1,200.00
20.06.22	SOROPTIMIST LADIES	30	\$ 40.00	\$ 1,200.00			On consumption	\$ 1,200.00
23.06.22	BNI Prestige	30	\$ 30.00	\$ 900.00			\$250	\$ 1,150.00
23.06.22	ROTARY CHANGE OVER DINNER	60	\$ 50.00	\$ 3,000.00			On consumption	\$ 3,000.00
24.06.22	BNI	40	\$ 30.00	\$ 1,200.00			\$250	\$ 1,450.00
25.06.22	ELLAS MUSIC NIGHT			\$ -	\$ 500.00		On consumption	\$500
30.06.22	BNI Prestige	30	\$ 30.00	\$ 900.00			\$250	\$ 1,150.00
30.06.22	ROTARY	30	\$ 35.00	\$ 1,050.00				\$ 1,050.00
	<b>TOTAL</b>		\$ 700.00	\$ 28,200.00	\$ 4,000.00		\$6,000	<b>\$39,000</b>



## Minutes - RBYC Sailing Committee

<b>Meeting Date</b>	<b>Tuesday 12<sup>th</sup> April 2022 at 7:00pm.</b>
<b>Meeting Venue</b>	<b>Zoom</b>
<b>Attendance</b>	Brett Heath (BH), Peter Gebhardt (PG), Phil Bedlington(PB), Chad Humphrey (CH), Kenn Williamson (KW), Paul Pascoe (PP), Murray Cowdell (MC), & Denis McConnell(DM)
<b>Apologies</b>	Phil Hall (PH), John Spencer (JS), Marnie Irving (MI)

<i>Item</i>	<i>Topic</i>	<i>Support Paper</i>	<i>Action By</i>	<i>Complete Date</i>
<b>1.0</b>	<b>OPENING – Brett Heath</b> Colin Burgess is arriving on 26 <sup>th</sup> April 2022			
1.1	<i>Minutes of the previous meeting be adopted. – Carried</i> <i>MC – noted training items have been shared.</i>		<b>PP, PB</b>	
<b>2.0</b>	<b>MATTERS ARISING</b>			
2.1	Review of Sailing to date, <ul style="list-style-type: none"> <li>- 2 entrants on the Association Cup would be ideal to get 4 to better compete with other clubs.</li> <li>- PB, noted need to think better for likes of MEM to be more competitor and has volunteered to assist in choosing the boats.</li> <li>- Brighton Championship now completed, congrats to winners.</li> <li>- Ingenu PB noted it was great to see them being so competitive</li> <li>- Race Officers needed and noted in this weeks Newsletter</li> </ul>		<b>PB</b>	
2.2	Mark for rock of our tower start – update <ul style="list-style-type: none"> <li>- Noted in newsletter</li> <li>- Need to place mark on the rock plus picture via Diver Dan and then decide best way to handle the obstruction.</li> </ul>		<b>CH</b>	
2.3	Calendar <ul style="list-style-type: none"> <li>- Start working on next calendar in June whilst connecting with other club captains.</li> <li>- Range Series combined with Vic Championship not getting enough RBYC boats.</li> <li>- Will draft and pass around for review.</li> </ul>		<b>BH</b>	
2.4	Volunteers – training <ul style="list-style-type: none"> <li>- MC noted need training on BuoyZone</li> <li>- First Aid, MC has given Phil Hall the details of a very competition trainer.</li> <li>- Course Laying, Retrieval,</li> <li>- BH – need a list of courses 1-2 per month, particularly First Aid.</li> <li>- KW – pass on Australian Sailing to all SC members</li> <li>- Could we assist parents/members the basics in a getting a Boat Licence ? Send Chad any course ideas.</li> </ul>		<b>CH KW</b>	
2.5				
2.6				

<i>Item</i>	<i>Topic</i>	<i>Support Paper</i>	<i>Action By</i>	<i>Complete Date</i>
<b>3.0</b>	<b>SAFETY INITIATIVES</b>			
3.1	Sign on / sign off / results / Volunteers app <ul style="list-style-type: none"> <li>- Thanks to Paul Pascoe for the system and support to club.</li> <li>- Challenges with the system with less IT capable skippers, however one on one tuition seems to best to assist them.</li> </ul>			
3.2	Audit of Safety Category's <ul style="list-style-type: none"> <li>- Phil hasn't moved on this yet but a winter requirement for all boat owners.</li> <li>- PB said he was interested in becoming an auditor and asked some relevant questions.</li> </ul>			
<b>4.0</b>	<b>OTB REPORT</b> <ul style="list-style-type: none"> <li>- KW noted how well Laura has done this year.</li> <li>- KW points below 4.1-4.3 will need to be confirmed.</li> </ul>		<b>KW</b>	
<b>4.1</b>	Taps (2 each side of entrance gates)			
<b>4.2</b>	Working Bee – include Icebergers – and youth			
<b>4.3</b>	Plan for Autumn and Winter (3/4 events) <ul style="list-style-type: none"> <li>- inter youth</li> <li>- inter club</li> </ul>			
<b>5.0</b>	<b>CRUISING REPORT</b> <ul style="list-style-type: none"> <li>- Big Boat Day was a great success</li> <li>- Lots of discussion held about how to better engage with interested parties.</li> <li>- Several events coming up and things are happening.</li> <li>- Brett Cuthbert has already come on board and provide some great input.</li> </ul>		<b>PG</b>	
<b>6.0</b>	<b>RESCUE BOAT WORKING GROUP REPORT</b> <ul style="list-style-type: none"> <li>- Lot's on, changing a prop that was damaged, over Easter Rattler is out of the water for anti-fouling and taking down the Tower Mast to repair the Halyards.</li> <li>- Moving all the old masts onto the rocks near the fence.</li> <li>- Installing USB connections on the boats to assist with race management.</li> <li>- Fuel containers purchased and Padding adding to Tower to assist mooring Rib berthing.</li> <li>- Must ensure all boat drivers have a boat licence. Need more younger people for racing.</li> <li>- Work with CH, MS to offer a course to all to get more people capable of assisting on water.</li> </ul>		<b>MC</b>	
<b>7.0</b>	<b>RACE MANAGEMENT TEAM INITIATIVES</b>			
	- 6 weeks prepare training offers			
<b>8.0</b>	<b>REGATTAS</b>			
	Cerberus - Saturday 30 <sup>th</sup> April -			
	Bliss – Sunday 1 <sup>st</sup> May – Lou Hutton			
	Icicles OTB Regatta June/July?			
	Easter Regatta – One design – 16, 17 & 18 April - Cancelled			

<i>Item</i>	<i>Topic</i>	<i>Support Paper</i>	<i>Action By</i>	<i>Complete Date</i>
	2022 SAILING Champions League			
	National Optimist Class Association with the view to holding the Opti Nationals at RBYC - PP has spoken to the president of the Opti Association and will get back to us later in the year.		<b>PP</b>	
	VxOne nationals – Jan 2024			
	2.4mR nationals & worlds – Feb 2024			
	Etchells worlds – Jan 2025			
<b>9.0</b>	<b>AOB</b> MC – When are the racecourses to be reviewed, BH noted several race officers will get involved. PB - noted that he's been discussing with PP & PH moving use of R4 to 77 to remove the possibility of encountering kids sailing. BH to find out if this is ok		<b>BH</b>	
<b>Next Meeting</b> 10th May 2022				

Overview - Marina / Hardstand / Undercroft

Month: May-22

	OTB	Hardstand	Marina	Combined	Available	Occupied	Total Vacant	Club Vacant	Owned Vacant
May-22	96.30%	94.44%	74.67%	<b>86.59%</b>	425	368	57	49	8
Mar-22	96.3	94.44	73.48	86.12	425	366	59	43	6

Marina

Size	Club Owned	Occupied	Occ %	Mem Owned	Occupied	Occ %	Total Pens	Total Occ	Total Occ %	Vacant Club Owned
10M	80	54	67.50%	15	13	86.67%	95	67	70.53%	26
12M	56	37	66.07%	16	13	81.25%	72	50	69.44%	19
13M	6	4	66.67%	0	0	0.00%	6	4	66.67%	2
15M	19	17	89.47%	16	12	75.00%	35	29	82.86%	2
18M	14	14	100.00%	7	7	100.00%	21	21	100.00%	0
	<b>175</b>	<b>126</b>	<b>72.00%</b>	<b>54</b>	<b>45</b>	<b>83.33%</b>	<b>229</b>	<b>171</b>	<b>74.67%</b>	<b>49</b>

OTB Dinghy Storage

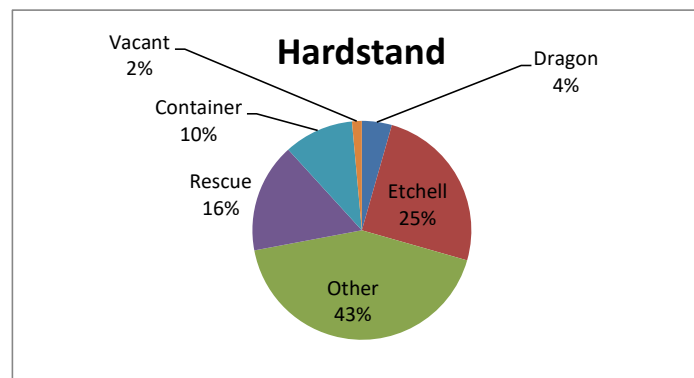
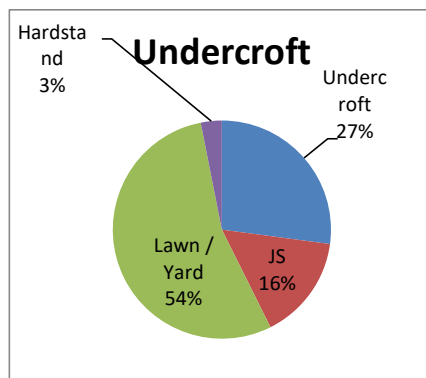
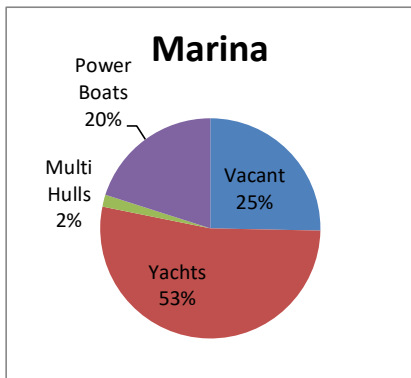
	Undercroft	JS	Lawn / Yard	Hardstand	Total of 134
Total Pens	35	20	70	4	129
Occupancy	75.00%	90.00%	95.00%	100.00%	<b>96.30%</b>

Marina Boat Types

Totals	Vacant	Yachts	Multi Hulls	Power Boats
229	58	121	4	46
100.00%	25%	53%	2%	20%

Hardstand

	Dragon	Etchell	Other	Rescue	Container	Vacant	Total 72
Occupied	3	17	29	11	7	1	68
Ratio %	4.2%	23.6%	40.3%	15.3%	9.7%	1.4%	94.4%



## Membership - April 2022

		TOTALS	TOTAL %
Senior	361		
Senior Family	118		
Senior Special	12		
40 Year	12		
50 Year	38		
60 Year +	33		
Honorary Life	7		
Senior Country	13		
Senior Absentee	31	<b>625</b>	<b>40%</b>
	<b>Total Senior</b>		
Crew	121		
Crew Plus	25	<b>146</b>	<b>9%</b>
	<b>Total Crew</b>		
Intermediate 18-29	101	<b>101</b>	<b>7%</b>
Youth	78	<b>78</b>	<b>5%</b>
Gym	75	<b>75</b>	<b>5%</b>
Social	285	<b>285</b>	<b>18%</b>
Social extra	76	<b>76</b>	<b>5%</b>
Junior family	34	<b>34</b>	<b>2%</b>
Aquatic	120	<b>120</b>	<b>8%</b>
TPI	2	<b>2</b>	<b>0%</b>
sponsors	4	<b>4</b>	<b>0%</b>
<b>TOTAL</b>	<b>1546</b>	<b>1546</b>	<b>100%</b>

	June 2016	June 2017	June 2018	June 2019	June 2020	June 2021	End April 2022
Senior	368	347	324	336	335	356	<b>361</b>
Senior Family	96	93	89	92	92	103	<b>118</b>
Senior Special	17	17	16	16	13	15	<b>12</b>
40 Year	18	14	12	12	12	12	<b>12</b>
50 Year	45	45	44	44	43	39	<b>38</b>
60 Year +	39	42	42	38	32	34	<b>33</b>
Honorary Life	7	7	6	6	6	6	<b>7</b>
Senior Country	12	16	16	15	13	13	<b>13</b>
Senior Absentee	55	49	40	38	36	37	<b>31</b>
Crew	184	149	143	155	156	140	<b>121</b>
Crew Plus	31	27	22	21	26	28	<b>25</b>
Intermediate 18-29	67	66	77	99	75	97	<b>101</b>
Youth U18	106	141	136	148	150	119	<b>78</b>
Gym	75	75	65	78	74	78	<b>75</b>
Social	242	233	212	207	207	255	<b>285</b>
Social Extra	79	77	64	64	63	73	<b>76</b>
Junior Family	14	19	22	28	25	31	<b>34</b>
Aquatic	75	79	78	73	81	114	<b>120</b>
TPI	0	1	1	3	3	2	<b>2</b>
Sponsors	11	2	4	4	4	4	<b>4</b>
<b>TOTAL</b>	<b>1541</b>	<b>1499</b>	<b>1413</b>	<b>1477</b>	<b>1446</b>	<b>1556</b>	<b>1546</b>

# Member Age Breakdown Report

Royal Brighton Yacht Club

Excluding non-member types

Membership Type	Age Group															
	Unknown DOB		Upto 25		26 - 35		36 - 45		46 - 55		56 - 65		66 - 75		75 Up	
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Senior	5	1	1		7	1	32	3	70	5	107	18	88	5	16	2
Senior Family		4				1	4	7	17	12	27	17	15	12	3	3
Senior Special													1		11	
40 Year											3		5		4	
50 Year											5		26		7	
60 Year +													5		28	
Honorary Life									1				2		2	2
Senior Country							2		1		4	1	3	1	2	
Senior Absentee					1		3	1	7		11	1	5		2	
Crew	2				4		5		23	5	39	3	32	3	5	2
Crew Plus					3	2	1		5	1	7	1	3	1	1	
YouthU18		1	53	24												
Intermediate 18-29			43	21	23	12										
Gym	1	1			1		5	2	11	1	8	4	26	2	12	
Social	5	5	2		2	1	14	7	22	17	49	32	62	32	27	11
Social Extra	1	1				1		5	1	18	3	20	2	18	1	5
Junior Family	1		19	14												
Aquatic	5	2	1		2		11	6	13	17	34	8	19	3	4	
TPI													2			
Sponsors - Social							1				2				1	
Totals	20	15	119	59	43	18	78	31	171	76	299	105	296	77	126	25

**Membership count July 21 - June 22**

	Jun-21	Jul-21	-/+	Aug-21	-/+	Sep-21	-/+	Oct-21	-/+	Nov-21	-/+	Dec-21	-/+	Jan-22	-/+	Feb-22	-/+	Mar-22	-/+	Apr-22	-/+
Senior	356	342	-3.93%	341	-0.29%	341	0.00%	354	3.81%	356	0.56%	353	-0.84%	355	0.57%	355	0.00%	358	0.85%	361	0.84%
Senior Family	103	95	-7.77%	95	0.00%	95	0.00%	106	11.58%	107	0.94%	111	3.74%	114	2.70%	115	0.88%	115	0.00%	118	2.61%
Senior Special	15	14	-6.67%	14	0.00%	14	0.00%	14	0.00%	14	0.00%	14	0.00%	14	0.00%	14	0.00%	12	-14.29%	12	0.00%
40 Year	12	13	8.33%	13	0.00%	13	0.00%	12	-7.69%	12	0.00%	12	0.00%	12	0.00%	12	0.00%	12	0.00%	12	0.00%
50 Year	39	38	-2.56%	38	0.00%	38	0.00%	38	0.00%	38	0.00%	38	0.00%	38	0.00%	38	0.00%	38	0.00%	38	0.00%
60 Year +	34	36	5.88%	36	0.00%	36	0.00%	36	0.00%	36	0.00%	36	0.00%	35	-2.78%	34	-2.86%	33	-2.94%	33	0.00%
Honorary Life	6	6	0.00%	6	0.00%	6	0.00%	7	16.67%	7	0.00%	7	0.00%	7	0.00%	7	0.00%	7	0.00%	7	0.00%
Senior Country	13	13	0.00%	13	0.00%	13	0.00%	14	7.69%	15	7.14%	14	-6.67%	14	0.00%	13	-7.14%	13	0.00%	13	0.00%
Senior Absentee	37	33	-10.81%	33	0.00%	33	0.00%	32	-3.03%	32	0.00%	32	0.00%	31	-3.13%	31	0.00%	31	0.00%	31	0.00%
Crew	140	130	-7.14%	129	-0.77%	129	0.00%	129	0.00%	129	0.00%	130	0.78%	125	-3.85%	121	-3.20%	120	-0.83%	121	0.83%
Crew Plus	28	26	-7.14%	26	0.00%	26	0.00%	26	0.00%	27	3.85%	28	3.70%	24	-14.29%	25	4.17%	25	0.00%	25	0.00%
Youth U18	97	93	-4.12%	89	-4.30%	86	-3.37%	81	-5.81%	84	3.70%	86	2.38%	85	-1.16%	77	-9.41%	76	-1.30%	78	2.63%
Intermediate 18-29	119	100	-15.97%	101	1.00%	100	-0.99%	100	0.00%	103	3.00%	103	0.00%	105	1.94%	99	-5.71%	100	1.01%	101	1.00%
Gym	78	77	-1.28%	75	-2.60%	74	-1.33%	71	-4.05%	72	1.41%	72	0.00%	73	1.39%	71	-2.74%	72	1.41%	75	4.17%
Social	255	249	-2.35%	250	0.40%	249	-0.40%	258	3.61%	262	1.55%	265	1.15%	269	1.51%	275	2.23%	279	1.45%	285	2.15%
Social Extra	73	76	4.11%	75	-1.32%	74	-1.33%	77	4.05%	77	0.00%	77	0.00%	77	0.00%	75	-2.60%	76	1.33%	76	0.00%
Junior Family	31	30	-3.23%	30	0.00%	30	0.00%	31	3.33%	31	0.00%	31	0.00%	32	3.23%	37	15.63%	34	-8.11%	34	0.00%
Aquatic	114	111	-2.63%	111	0.00%	112	0.90%	106	-5.36%	108	1.89%	111	2.78%	112	0.90%	111	-0.89%	117	5.41%	120	2.56%
TPI	2	2	0.00%	2	0.00%	2	0.00%	2	0.00%	2	0.00%	2	0.00%	2	0.00%	2	0.00%	2	0.00%	2	0.00%
Sponsors	4	4	0.00%	4	0.00%	4	0.00%	4	0.00%	4	0.00%	4	0.00%	4	0.00%	4	0.00%	4	0.00%	4	0.00%
<b>TOTAL</b>	<b>1556</b>	<b>1488</b>	<b>-4.37%</b>	<b>1481</b>	<b>-0.47%</b>	<b>1475</b>	<b>-0.41%</b>	<b>1498</b>	<b>1.56%</b>	<b>1516</b>	<b>1.20%</b>	<b>1526</b>	<b>0.66%</b>	<b>1528</b>	<b>0.13%</b>	<b>1516</b>	<b>-0.79%</b>	<b>1524</b>	<b>0.53%</b>	<b>1546</b>	<b>1.44%</b>

## New Members to be Ratified 30.05.22

Con Xanthopoulos	Senior
Julian Sanders	Senior
Richard Doedens	Senior
Greg Fry	Senior Family
Rosie Fry	Senior Family
Craig Jackett	Senior Family
Lyndal Williams	Senior Family
Barry Tanner	Senior Family
Eva Tanner	Senior Family
Christopher May	Crew
Al Spilman	Crew
Colette Russell	Crew
Alexandra Paterson	Intermediate
Dervla Duggan	Intermediate
Bradley Hyde	Gym
Mariana Michelli	Aquatic
Maria Edmonds	Aquatic
Jane Paterson	Aquatic
Danielle Beatty	Aquatic
Philip Harford	Aquatic
Alan McGillivray	Aquatic
John Manning	Aquatic
Yvonne Rocha-Zempel	Aquatic
Fiona Townsing	Aquatic
Vincent Brown	Aquatic
Ben Hegarty	Aquatic
Peter Baines	Social
Megan Beazley	Social
Maree Hannon	Social
Harpreet Armstrong	Social
Phil Crew	Social



# Minutes of RBYC Cruising Group Sub-committee Meeting

## Held at RBYC Clubrooms, Tuesday, May 3<sup>rd</sup>, 2022 at 7.00pm

### PRESENT:

Paul Jenkins (Chair), Terry Frankham (Secretary), Geoff Brewster, Barbara Burns, Jenny Collins, Rod Cuthbert, Sue Drummond, Rob Hurrell, Pam Merritt.

### APOLOGIES:

Peter Gebhardt, Peter Strain.

**MINUTES:** Of last meeting, held on 5<sup>th</sup> April, 2022, were confirmed.

### MATTERS ARISING from MINUTES

- Nil

### CORRESPONDENCE:

#### Out:

- 6 April 2022: - Email from TF to Karen Johns (Social Committee) requesting coordination of Calendars
- 6 April 2022: - Email to RYCV thanking them for hosting the Junior's Big Boat Day on April 3<sup>rd</sup>, 2022
- 20 April 2022: - Email from PJ to RGYC thanking them for their hospitality on the Easter Cruise.
- 28 April 2022: - Email to Ian Veitch thanking him for his presentation on April 22<sup>nd</sup>, 2022.

#### In:

- 6 April 2022: - Email from Karen Johns committing to ensuring coordination of Calendars
- 7 April 2022: -Email from RYCV (Michael Neumann) saying RBYC always welcome.
- 20 April 2022: -Email from RGYC to PJ acknowledging his thanks.

### FINANCES: PJ

- Nothing New to Report

### GENERAL BUSINESS:

#### 1. **Chairman's Report** – (Paul Jenkins)

- General Committee has signed off on terms of reference for the Attenuator and Marina Maintenance Sub-committee, and for the Social Sub-committee.
- Draft of the club brochure being circulated for review by General Committee.
- Club has relaxed vaccination requirements, staying in line with Vic Govt vaccination requirements.
- Cruising Group promotional sign on hardstand has been replaced by a more robust new version

#### 2. **Sailing Committee Rep** – *Peter Gebhardt apology for the meeting.*

- Noted that there had been some dissent around the "end of season" Cerberus race being cancelled the night before the event on basis of the forecast, rather than on the day of the event.
- Otherwise, nothing new to report.

#### 3. **Social Committee Rep** – (Sue Drummond).

- "Viking" event cancelled in line with cancellation of Cerberus race.
- Cocktail evening planned (Noted that Presentation Night would likely be in the form of a Cocktail night in July.)

#### 4. **Newsletter – (Barbara Burns)**

- Newsletter contributions for this month were a little light on (Easter Cruise Report and Guests Speaker report)
- Some discussion around whether it would be appropriate to include members' recommendations on good service / deals from vendors/contractors. Agreed that that it would be OK to include members personal good experiences, but to stay away from anything that could be construed as implicit cruising group recommendations.

#### 5. **Guest Speaker Dinners / Social Events:**

April 22<sup>nd</sup> Guest Speaker was Ian Veitch of AllSat, who talked on advances in AIS, EPIRBs PLBs, electronic MOD devices, and LED / laser "flares". An interesting and informative talk, of appropriate duration. Good to see attendance numbers well up on the previous month's talk (albeit, there were not many booked the week before, and heavy promotion was required)

##### Future Program:

- Friday May 20<sup>th</sup> 2022 –Rescheduled **Titanic Night**
  - As of May 3<sup>rd</sup>, 99 bookings.
  - Need to determine practical room capacity to set maximum tickets to sell.
  - Should anticipate some bookings will drop out (eg.for Covid isolation, etc)
  - Vendor (Leonie Collins) will provide decorations and props on the Thursday before the event
- Friday June 17<sup>th</sup> 2022
  - Peter Strain has made contact with BOM – have agreed to provide a speaker to talk on marine forecasting. – will get back to us.
- Friday July 15<sup>th</sup>, 2022
  - Pam Merritt made the observation that we were overdue for a "cruising" talk
  - Terry Frankham to get back in touch with Doug and Sandra Williams to see if they would be available to give their presentation on "Cruising the SW Pacific".
- Possible Future Speakers
  - Rod Cuthbert made the observation that is was important to ensure that speakers were engaging, and held an audience's attention – as important as the subject matter.
  - Mark Stranger – Hobart Yachts, who run Cruises in Tasmania – Rod C to contact.
  - Jackie Hope (SYC) – Circumnavigation
  - Neil Blake, Port Phillip Bay-keeper
  - Prof Peter Cooke – Energy Transition Hub?

#### 6. **On Water Events:**

The Easter Cruise (15<sup>th</sup> – 18<sup>th</sup> April) was to Geelong. Four boats participated: *Favourite Child*, *Halcyon*, *Kathleen B*, and *Saffron*. Good sail down on the Friday. On the Saturday, explored Corio Bay by water. RGYC also hosted a large fleet from RMYS, and an informal Klopp competition was held between the RBYC and the RMYS crews (RMYS greatly outnumbering RBYC). A wet, and somewhat wind-less trip home.

- Future Events.
  - May End-of-Month Cruise (28<sup>th</sup>-29<sup>th</sup> May). Destination Mornington, Peter Gebhardt will Co-ordinate. Will need to have an alternative destination planned in case of a northerly, in which case Mornington become untenable in terms of an anchorage. Suggestion made that RMYS at Williamstown be approached (after the social interaction at Geelong)
  - Frostbite Cruise (2<sup>nd</sup> – 3<sup>rd</sup> July.) Destination Docklands. Coordinator TBA. Discussion as to whether this was a weekend or a day event. Decided to plan it as a weekend event, but with a Sunday BBQ lunch so those who only wanted to do a day trip could join in.

RC commented that the Kelvin Club was a reciprocal club, and an easy tram ride away from Docklands, and that he had been warmly welcomed there for a meal/drink.

## 7. Other business

- Rod Cuthbert commented on the burden placed on the committee to organise events, and questioned whether we should be looking to facilitate rather than organise. Should we organise a bulletin board or something similar where anyone wanting to cruise in company could post this and seek other boats to join in. – perhaps with an auto mail out to cruising group members.
  - Geoff Brewster gave the example of the Victorian Sea Kayak Group.
  - Rod Cuthbert to develop a straw example.
  
- Pam Merritt asked if we should investigate whether there should be an option at the Guest Speaker Dinners to be able to purchase only a main course only (and not desert). Will need to check with catering re the logistical complexities of this.
  - Along similar lines, have had comment from some members that they would like to attend some of the Guest Speaker talks, but not have the dinner. Again, we would need to understand the additional logistical complexities that this would introduce (e.g. the need for the talk to start at a fixed time, rather than when dinner finished).

**Meeting Closed at 8:30pm.**

~

**NEXT MEETING: 7:00pm, Tuesday 7<sup>th</sup> June, 2022 at RBYC Clubrooms**

Chair: \_\_\_\_\_ Secretary: \_\_\_\_\_

Date: \_\_\_\_\_ Date: \_\_\_\_\_

## Attenuator Meeting 9-5-22

Present: John Kint (Past Commodore RYGC) Oliver Shortall, John Mooney, Niesje Hees, Bryan Drummond, Peter Strain

First research discussion with qualified experts.

Oliver Shortall  
Managing Director  
Inland and Coastal Marina Systems  
Queen Street  
Banagher  
Co. Offaly  
Ireland  
Tel: 00353 5791 53963  
Fax: 00353 5791 52964  
Mob: 00353 87 4196596  
Web: [www.inlandandcoastal.com](http://www.inlandandcoastal.com)

- RGYC very positive about the Wagnim Walk constructed by Inland and Coastal Marine Systems.
- Working exceptionally well. Routine inspection especially after a storm, no issues in 3 years.
- Both parties absolutely adamant floating attenuator better long term solution than solid wave wall
- Cheaper (approx. half the cost), Longer lasting and less maintenance
- Noted our current attenuator actually works, dampens the wave action.
- But severely deteriorated and will not last.
- Poor design. One long continuous structure with steel H beams full length. Guaranteed to eventually fail. Wrong pile structure. Not big or heavy enough. RGYC has steel piles with one set of piles on the leeward side rather than double piles (but design needs to be assessed for the situation).
- RBYC Fetch and wave conditions similar to Corio Bay – RGYC, subject to wave analysis.
- Wave study is a pre-requisite to getting a cost estimate. This can be via physical measurement over a period, but it may be better as well as less costly to conduct a desktop study (more likely to reflect the variety of possible conditions).
- Geelong structure 20 metre sections with rubber connectors allowing for articulated movement between each section. Long walk out 6 metres wide and return 5 metres.
- Approx 1 meter under water and 600 ml freeboard
- Weight is important (heavy is better). Each section is a 90 ton unit. These were precast in Ireland and came over on a ship, but Oliver is looking at the option of setting up locally.
- Rough plan for marina can be done in stages. First stage 100 to 120 metre attenuator along the north boundary of the Committee of Management zone from the end of the breakwater.
- Probable piles on the south side. 800mm steel piles poly sheathed. Zero corrosion and zero maintenance.
- This would allow for some more big boat pens on the north side of Arm 6.
- Don't put pens along the attenuator. Only day mooring.
- Possible restructure of the marina. If breakwater can be repaired then run ramps down from the breakwater to the marina arms and remove the east side walkway. Then all boats exit the marina out the east end of the arms. Will create more pens along the breakwater.

- Maybe add that shipping costs are rising and Oliver of IAC Marine Systems is looking a local manufacture of concrete breakwater units.
- Also group needs to also consider solid rock wall as an extension, both in cost and reduced maintenance needs.

To develop this option and get some feasibility:

- Wave study.
- Seabed soil test.
- Autocad DXF drawing of the current marina.

# **RBYC**

## **CLEANER SAILING COMMITTEE**

A summary of the Clean Marina Program

Prepared for the RBYC General Committee from the websites  
[www.marinas.net.au](http://www.marinas.net.au) and [www.icoma.org](http://www.icoma.org)

Andrew Merrett, for the CSC, May 26 2022

# Executive Summary

## Clean Marina

The International Clean Marina Program is a voluntary accreditation system for marinas, yacht clubs, boat clubs, slipways, boatyards and associated industry operators. The goal of the Clean Marina Program is to reduce 'non-point source pollution' associated with boating/marina facilities and to promote clean water, clean air and thriving marina industry businesses.

In Australia the Program is owned and managed by the Marina Industries Association (MIA).

### Benefits in becoming a Clean Marina:

- RBYC will be recognised in Clean Marina marketing programs including a media release announcing initial accreditation. Such programs promote clean marinas throughout the boating community.
- RBYC will receive Clean Marina flags to display onsite, logos to use in marketing material and access to other materials for your marketing and promotion of the program.
- This is an opportunity to promote our environmental success through MIA social media channels and Waterline Magazine.
- The MIA suggests this will deliver cost savings by finding ways to save money whilst improving the environment.
- Clean Marina minimises the potential for environmental fines and prosecutions.
- This plan will improve Club image and increase customer patronage.
- Confidence in RBYC should increase within the Government, the community, local residents, boat owners and within the marine, tourism, leisure and recreation sectors
- MIA will provide RBYC with expert advice on how to reduce pollution impacts.
- The scheme will improve environmental conditions, benefiting local ecosystems, local communities and local businesses.

### Recommendation

- The Cleaner Sailing Committee recommends that RBYC pursues LEVEL 4 Accreditation immediately with a subsequent goal of achieving Gold Anchor status.
- This importance of these goals is outlined above with now emphasis on maintaining the reputation of RBYC amongst the Victorian sailing and general community.
- Initial cost estimate for the first three-year period is \$3730

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# Program Development

The Clean Marina Program was developed over a two-year period in consultation with:

- Major city councils in Australia
- State Environment/Heritage and EPA agencies in every state of Australia and the Northern Territory
- The marina industry
- Operators of similar Clean Marina programs on the east and west coasts of the USA, the UK and continental Europe.

The program whilst owned and managed by the MIA is supported in:

- NSW by the Department of Primary Industries, Department of the Environment, Fisheries NSW and the NSW EPA
- South Australia by the Environment Protection Authority (EPA)
- Western Australia by Fisheries WA and in Queensland by Qld Fisheries

The first assessments were conducted in 2005. In 2020 there were 61 marinas accredited under the program.

In Victoria, LEVEL 4 accredited marinas include-

Blairstown Yacht Squadron

d'albora Marina Pier 35

d'Albora Marina Victoria Harbour

Melbourne City Marina

Sandringham Yacht Club

Marinas with LEVEL 4 and Gold Anchor Status

Yarra's Edge Marina

Royal Geelong yacht Club

Wyndham Harbour Yacht Club

Yaringa Marina

# Levels of the Clean Marina Program

LEVEL 1 Marina Application and Pledge

LEVEL 2 Marina Self-Assessment Audit

The Clean Marina **Accreditation** has two Levels i.e. 3 & 4.

LEVEL 3

Marina Application and Pledge

Marina Self-Assessment Audit

Desktop Audit and Independent Field Audit

- A site assessment is conducted by a trained and qualified Clean Marina Consultant every three years. Level 3 status acknowledges the achievement of rigorous environmental management systems.

LEVEL 4

- Level 4 of the Clean Marina Program has been developed to assist those marinas wishing to bring their environmental management in to line with the International Standard 14001 Environmental Management Systems (ISO 14001).
- This standard sets out a framework for environmental management that begins with the declaration of an environmental policy and then seeks to continually improve. There is no end-point with a system developed under ISO 14001 - the system requires constant review by ISO accredited auditors to ensure that it is still relevant to the organisation.
- This level of the Clean Marina Program assumes that you have undertaken the first three levels of the program. Some of the requirements of ISO 14001 are addressed under those levels.
- **Fish Friendly** Accreditation is now available to all certified Level 3 and Level 4 ISO 14001 certified marinas and has been developed to inform marina managers on how to maximise the benefits for fish and recognise those operators actively working to improve fish habitat.

GOLD ANCHOR

This International Program is run through the Global Marina Association and MIA. It is based on self-assessment and site assessment of specific items across six evaluation categories which are:

1. Ambiance
2. Planning, Policies and Procedures
3. Customer Service
4. Environmental
5. On Water facilities and infrastructure
6. On Shore facilities and infrastructure

To arrive at the Gold Anchor accreditation a berth holder survey is also conducted. Once the assessor has completed their evaluation and report an accreditation recommendation is put to the MIA Gold Anchor Standards Panels for approval.

Mystery shopper checks are used during the three-year validity period to ensure the accreditation remains valid as well as providing valuable additional information to the marina.

Further information is available at [www.icoma.org](http://www.icoma.org) and [www.marinas.net.au](http://www.marinas.net.au).

## Steps to becoming a Clean Marina

The process is aided by the provision of a step-by-step, easy to follow guidebook and audit checklist. The guidebook outlines operational guidelines for environmental management, including processes for pump outs, hull cleaning, turbidity, emissions, management of wastewater and accidental spills as well as staff training and education of boaters

### Application

Complete the application form, pledge and sign the Code of Ethics document and return to the MIA. The Clean Marina Pledge states that you will aim to improve your environmental management systems. You are required to sign the pledge as the first step of the application process. Acknowledgement of the MIA Code of Ethics is also requested in the pledge.

- Arrange payment of invoice for the three-year accreditation period (NB: period begins once accreditation is approved)

### Clean Marina Program Materials

The Clean Marina Program provides and requires the use of the following materials:

- The Clean Marina Program Guidebook
- The Clean Marina Program Audit Checklists

These materials aim to:

- Explain the potential environmental impacts and risks of poor management
- Stipulate best management practices
- Help to promote full compliance to local, state and federal laws and regulations through encouraging good communication with regulatory bodies
- Foster high standards of ethics through the MIA Code of Ethics
- 

#### Marina Operations Manual

The MIA has developed a marina operations' manual to assist owners, managers and employees to efficiently and effectively develop and operate their business. The manual was created to reflect the specific needs and statutory requirements of Australian marinas and offers standardised industry procedures and policies.

The manual's content was developed from expert resources and a range of Australian and international manuals and references along with extensive consultation with and involvement of marina industry personnel and technical specialists in Australia.

The manual is distributed in Microsoft Word format so each facility can customise its contents.

## Self-Assessment

- A guidebook will be forwarded to the marina to work through along with Self-Assessment the self-audit document
- The guidebook is an educational tool to use during the accreditation process to ensure that you are ready for the audit
- This document is for the marina operators records and does not need to be returned to the MIA
- Self-audit document
- The document covers 124 specific environmental assessment criteria.
- Self-audit document is returned to the MIA along with any supporting documentation

## Site Visit

- Assessment by a trained and qualified Clean Marina Consultant, will contact you to arrange a site visit
- Site visits can take approximately two hours depending upon the size of the site, accreditation or re-accreditation and how organised you are for the site
- Assessors will do a full site reviewing on water and land facilities and also request to view specific documentation such as EMS manuals; training procedures and logs; contractor agreements

## Assessor Report

- The assessor will complete a report on the marina using the audit checklist and ratings
- There are a number of mandatory requirements which must be met to pass the audit and these apply to all marinas regardless of size, location and activities onsite.
- A minimum score of 85% is require be accredited.
- Should a marina not pass for a particular reason, the assessor and the MIA will work with the marina operator to update or bring up to standard to enable the marina to pass. Any improvements are reviewed and the report updated accordingly to note the amendments. Please note, should the assessor be required to return for a subsequent site visit additional costs will be incurred.

## Approval Process

The clean marina assessor report will be forwarded to the Clean Marina Committee for approval.

- Once approved the marina will be advised of the result.
- Upon approval, you will receive a certificate and Clean Marina flag, be listed on the website, and MIA will announce your accreditation through social media and communication channels. All certified Clean Marinas are authorised to use the MIA Clean Marina logos when promoting your inclusion in the program.

•

## Re-accreditation Process (three years)

- The process for re-accreditation is similar to the above, however a new self-audit is not required should the marina be in a similar state (no major operational changes made during that time). The previous audit report will be used.
- Assessors will do a full site review of water and land facilities and also request to view specific documentation such as EMS manuals; training procedures and logs; contractor agreements.
- Please note that the documentation must be maintained and updated as required during the accreditation period to be passed for re-accreditation.

## Cost Details

The Participation Fee for Clean Marina and Fish Friendly is for a three-year assessment period.

Independent assessor fees are charged in addition to the Participation Fee and are subject to the scope of the site. Please note the below costs are subject to change.

Total number of berths, pens or slips (wet & dry)	MIA members Participation Fee: AU\$	Assessor Fees AU\$
Up to 100	\$1,200	+ \$900
101 to 249 berths	\$1,300	+ \$900
250 - 500 berths	\$1,500	+ \$1,000
501 + berths	\$1,600	+ \$1,000
Boatyard &/or hardstand loading:		
• Less than 8 hardstand spaces	n/a	\$0
• 8 or more hardstand spaces		\$600
Fish Friendly Accreditation (assessed at the same time as Clean Marina)	\$400	+ \$100

**Please note:**

1. Prices quoted are for three-year participation in the program and excludes GST.
2. An independent assessor fee is charged to the marina each time an assessment is required. Assessor fees are noted above and any associated travel costs will be advised at the time of inquiry.
3. Please contact the MIA for Fish Friendly Costs should the assessment be required separate from a Clean Marina assessment

Typical initial costs to RBYC to Accreditation LEVEL 4 for the first three years might be-

Participation fee (250-500 berths)	\$1650
Assessor's Fee	\$1100
Marina Operations Manual Edition 3	\$980
<b>Total</b>	<b>\$3730</b> including gst

Reaccreditation every three years at current prices-

Participation Fee	\$1500
Assessors Fee	\$1000
<b>Total</b>	<b>\$2500 + g.s.t. (? %)</b>
+ Marina Operations Manual update if new editions are published	(\$250)

The program is accredited by:



The program is supported by:



**Royal Brighton Yacht Club**

**CLEANER SAILING COMMITTEE MEETING**

**Meeting Minutes**

Monday 11th, April 7.00pm  
Zoom online.

**Present**

Andrew Merrett (AM), Jenny Pascoe (JP), Kalpana Raghunathan (KR)

**Apologies**

Peter Demura, Kirsten Mitchell

**Acceptance of previous minutes- as circulated**

**Moved:** Andrew Merrett **Seconded:** Jenny Pascoe **CARRIED**

**Correspondence:**

Nil

**Discussion**

1. CSC Web page: JP reviewing information to include. KR and JP will work through page details.
2. Newsletter articles: JP has compiled waste disposal information for the next newsletter.
3. One design Grande Prix postponed. We can promote cleaner sailing for sponsorship packs. Expand cleaner sailing to all regatta sponsorship. KR to follow-up with GC regarding how sponsorships for events/regattas are sourced and managed. Further investigation as to whether the Keelboat Grande Prix can be Certified with Sailors of the Sea as a Clean Regatta.
4. Old sails recycling: KR to forward details for two organisations in Australia. Sail Exchange (Sydney) which essentially provides a platform to buy and sell used sails, sailing gear, equipment, parts etc. Sail Cycle (Victoria) repurposes old sails into bags, pouches etc. The aim being to reduce, reuse and recycle. AM to contact them for further information. We could include both organisations in our next newsletter.
5. Clean Marina Accreditation: GC has supported the initiative. Cleaner Sailing Committee to assist the Club to work towards accreditation. This aligns closely with Club goals and responsibilities. Clean Marina certification will add value to Club activities, regattas sponsorships, assets management, and has the potential to assist with Parks Victoria discussions for lease agreement and hardstand maintenance. Accreditation involves fees/cost, checklist-audit, assessor fees, purchase of manual. Club can apply for Level 3 clean marina accreditation which lasts 3 years. (SYC, Blairgowrie and Geelong currently

## **RBYC Cleaner Sailing Committee**

have accreditation). AM to prepare a short report and plan to be submitted to GC. Need to seek approval from GC for funds to pay for accreditation process.

### **General business**

- JP shared website details about recycling project from Robe for ideas.
- AM suggested exploring ideas for name change- such as the RBYC Environmental Committee
- Need to form a close working relationship with sailing office and sailing sub-committee.
- Clean regattas criteria to be addressed in sailing instructions, future regatta planning. Next step to register regattas with Sailors of the Sea. We will need to address registration criteria first.
- Write step by step details for Clean Regattas. JP to prepare instructions.
- Plan a meeting with the new Boating Manager.

Next meeting: May 31, 2022

Time: 7.00pm /Zoom

Meeting closed: 7.45pm