



[www.hmsailing.org.uk](http://www.hmsailing.org.uk)

**Minutes of a Meeting Held  
Tuesday, 9 August 2011 at 7:00 PM  
Royal Findhorn Yacht Club**

No	Topic	Information	Decision	Action Person	
1.	Welcome & Roll Call	The Chair welcomed everyone to the meeting.			
		Iona Cornish welcomed everyone and mentioned that the Findhorn week had been well attended as more word was getting out; Iona also mentioned that an RS 200 traveller would be hosted next year			
		Present:			
		Richard	Jenner	Chairman	HMS
		Jane	Campbell-Morrison	Special Delegate	RYA Scotland

Final draft pending adoption

		Simon	Paterson	Special Delegate	RYA Scotland			
		Adam	McGovern	Special Delegate	RYA Scotland			
		Richard	Evans		HMS			
		Keith	Greene	Secretary	HMS			
		Robert	Gordon		Nairn SC			
		Helen	Jenner		Chanonry Sailing Club			
		Iona	Cornish		Findhorn Royal Yacht Club			
		Christine	Spreiter		Nairn SC			
		John	Quinn		Lairg Sailing Club			
		Stewart	Nairn		Findhorn Marina			
		James	Logan		Coaching Nairn			
2	Apologies & Approval of Minutes	Minutes from the 19 <sup>th</sup> April 2011 were considered and actions had been discharged.				Proposed by Robert Gordon; Seconded by Helen Jenner		
		Martin	Balcombe	Sail Caledonia / Great Glen				
		Peter	Baxter	Cromarty Boat Club				
		Dave	Bilsland	Invergordon Sailing Club				
		Neil	Cormack	Invergordon Sailing Club				
		Richard	Holmes	Ventura Sailing				
		Gary	Hunt	Moray Gig				
		Cathy	Kitson Jones	Lochcarron Sailing Club				
		Tom	Mason	Treasurer - HMS				
		Stewart	Nairn	Findhorn Marina				
		Hamish	Louden	Lochaber YC				
		Nick	Macaulay-Smith	Lochcarron / ORT				
		David	Murray	Lochcarron Sailing Club				
		Kim	Patersom	Moray Council Sports Development				

Final draft pending adoption

	Adrian	Peters	Banff Sailing Club		
	John	Quinn	Lairg Sailing Club		
	Jane	Rowe	Gairloch Boat Club		
	Elissa	Steven	Coaching Highland		
	Malcolm	Lord	Pentland Firth Yacht Club		
	Paul	Copestake	Loch Broom Sailing Club		
	Alan	Hoseason	Coaching Highland		
	Gary	Laing	Kinloss Sailing Club RAF		
	Gary	Laing	Forres Sea Scouts		
	Tom	Slavin	Lossiemouth Cruising Club		
	Richard	Evans	Webmaster/head coach ORT		
	Norna	Hall	Sail Caledonia / Great Glen		
	Martin	Bowen			
	George	Morris	Royal Findhorn Yacht Club		
	Ian	Ross	Loch Morlich Sailing Club		
	<p>The Chair asked what were attendees impressions of the Teleconference. Robert Gordon commented that it had been slightly strange to begin with but useful; the Chair suggested that this would be a useful means of communication to intersperse the normal format of everyone meeting together.</p>				

3	Finance	<p>The Chair read out the report from the Treasurer:</p> <p><i>'The financial situation remains very much as at the last meeting. We have a little over £2000 net in the Bank account giving an opportunity to support projects up to £1000 if we maintain the previous policy of keeping £1000 in reserve for backup purposes.</i></p> <p><i>I look forward to seeing this effectively spent on the Operational plans as appropriate.'</i></p> <p>The Chair stated that the finances were in good shape after the very successful seminar held at the Royal Findhorn Yacht Club.</p>		
4	Vacant Vice Chair	<p>The Chair pointed out that the Vice-Chair position remained vacant and that as he was not continuing after his present 2 year post it would be very advantageous to have a vice chair in position to become familiar with the role, rather than a new chair being parachuted into the role fresh. The Chair subsequently requested any suggestions as to how the role could be filled or how to attract prospective persons.</p> <p>Jane Campbell-Morrison stated that the position could potentially be filled through advertisement, which could be necessary although not the most desired method.</p> <p>The Chair also mentioned that as the structure and other posts were in</p>	Nominations please to any office bearer	All

		place, most of the hard work had been done.		
5	Information Distribution	<p>The Chair suggested that open events were resulting in e-mails hitting individual accounts 4 to 5 times, as well as going through HMS. There were also massive attachments and the Chair asked for thoughts on how to best stream line information distribution to both member and non-member organisations.</p> <p>He suggested that posters, documents and race notifications could be posted on an organisation's website and that HMS would distribute the link to the material. This link would then be disseminated to two e-mail addresses at each organisation; these would be the two most appropriate for effective dissemination to the rest of the organisation. There could also be two lists – the HMS members, and the HMS 'friends' list.</p> <p>Iona Cornish asked who should be on the distribution list; Jane Campbell-Morrison stated that Simon Patterson had done a lot of the groundwork to figure out who was to get e-mails. The Chair suggested that it should be someone who could definitely pass on the information. Helen Jenner suggested the CSC's system of using an 'info@chanonry' e-mail address, which is setup to forward onto the most relevant person, meant that the e-mails would consistently get to someone, rather than an individual who may leave, etc.</p> <p>Jane Campbell-Morrison has said that a lot of organisations were using this system, e.g., 'commodore@etc,etc,'. She also clarified that Simon Patterson's role in communication was to distribute RYA</p>	Where possible clubs & centres should post documents on their own web-sites and forward a link to the HMS Sec for distribution to HMS Reps	All

	<p>material/information, such as Yachting Life, etc. She also mentioned that other SDG's had different roles for their office bearers and that they would probably need to discuss what the NESS office bearers do in order to cover the role of Simon Patterson in both areas.</p> <p>The Chair summed up the info distribution role of HMS by saying that HMS members should send the information to the Secretary, who would then forward it onto the other members, with Simon Patterson deciding if he would forward onto NESS.</p> <p>Richard Evans also said that it would be excellent if the clubs could load their documents onto their own websites, but if they could also load a link onto the HMS website with a link on the HMS calendar.</p> <p>Simon Patterson said that some organisations do not have their own website. Richard Evans said that HMS Office bearers could load the documents onto the HMS website in that case. Iona Cornish asked for a guide to using the HMS Calendar which Richard Evans said he would be happy to provide. The Chairs direction for placing stuff onto the HMS website would be open events for people to attend.</p> <p>Richard Evans also stated that the emails could be placed onto the HMS Facebook page, which the Chair and HMS Secretary would be authorised to publish. Simon Patterson said he was not sure about having too many sites. Helen Jenner said this could be a work-around for when the Chair would be on holidays, etc. Jane Campbell-Morrison warned that she would be</p>	<p>The Sec will email all reps to confirm primary and secondary emails...where possible 'permanent' addresses such as commodore@ should be provided</p> <p>A limited Facebook facility would be added to the HMS site</p>	<p>Sec</p> <p>Webmaster</p>
--	--	---	-----------------------------

		<p>cautious of Facebook and the comments that could be posted that may be deemed negative, even if unintentionally so. The Chair asked Helen Jenner how Chanonry found the use of Facebook; Helen Jenner said that it was not useful for recruitment as there were not enough friends who were sailors. Richard Evans said that it was far more effective at generating friends than Forums; Twitter also goes to Facebook then the website. The Chair said that HMS would give Facebook a go, the direction being an e-mail would be sent and then posted to the Facebook site.</p>	<p>An 'idiots guide' to use of Calendar will be prepared by the webmaster, posted on the web-site and with a link sent to Reps by the Sec</p>	<p>Webmaster Sec</p>
6	RYA Scotland Matters	<p>Jane Campbell-Morrison's feedback was that other SDG's are running day long seminars, replicating HMS Seminars.</p> <p>The other SDG's had adopted very similar logos to HMS, just different colours. She would also like to have all the office bearers together at some point and that the RYA would cover reasonable travel expenses.</p> <p>2012 Olympic Activation Site – Good packs for activity days are now available. Funding for 2012 is quite reduced with staff looking at how to move forward but decisions are being made about what projects will change and what will remain. Jane is being tasked to find alternative funding. Sport Scotland Funding has remained the same, however the RYA Scotland Reserve has been used up and cannot go any lower. The Chair asked if there was any support from RYA HQ; Jane stated that there was</p>		

		<p>more support for marketing to get more members which would result in more funding. However the RYA was negotiating for funding for work that RYA members do, such as Coast Watch, in return for these services. Jane's job would change to adapt to the role of sourcing funding, meaning Simon Patterson would attend the HMS Meetings on her behalf.</p> <p>Adam provided feedback on RYA activities in Scotland. The Volvo Champion Club Programme still has steady funding, similar to 2011 levels of funding; Chanonry Sailing Club has been awarded VC status. Nairn is being helped with coaching through the VC programme; Christine said the coaching very helpful which Jane said was very nice to hear back.</p> <p>Adam continued that they were up on the days of coaching development; the big event - the VC trophy – was open to all VC clubs, VC's in development and youth league Fevas, Optimist, and Toppers. Entry is online and you sign up for logistics; posters are available. This would be a good opportunity for anyone going to VC championships on 24<sup>th</sup>/25<sup>th</sup> September to sail in the championship format, plus a Regatta week, and help for those struggling with Toppers or Fevers. All VC clubs can access 2 days support.</p>		
7	RCL2 Course and DI Course	<p>The Chair said that everyone was agreed that delivering local training was best; Simon Patterson said he has a Race Coach Course running 10<sup>th</sup>/11<sup>th</sup> September, a Power Boat Instructors course – on the 10<sup>th</sup> October, with 1 place left. Stewart Nairn said the DI Instr course was not looking good. The Chair asked members to look to their clubs for potential Instructors, and that accommodation could be organised. Stewart said that a DI bolt on</p>		

		<p>Keel Boat Instructor Course was under consideration on the following weekend for the same people or other attendees.</p> <p>Jane Campbell-Morrison said it would be good to run an SI course in the Highlands, but clubs would need to put people forward. The Chair reiterated that these courses are few and far between, but SI's are the most important qualification to a club. There was some discussion about the difficulties of getting people onto a course, such as when a course is staged, over what time period and the format. The Chair mentioned the importance of having passed the course pre-assessment skills – attendees require PB L2 and 1<sup>st</sup> Aid. Simon Patterson said there was funding in place and the Chair said that Coaching Highland had money, but it must be applied for before training. Richard Evans asked if the funding covered pre-assessment requirements; Jane stated that a per-person cost would be applied for, but the chances were they would get more. The Chair stressed funds should be used whilst available and that there were 1<sup>st</sup> Aid trained people available to provide this training if required for pre-assessment and that issues should be solved as a community – the steps are (1) finding enough people to run the course, (2) funding sourced and then (3) ensure pre-assessment skills gained.</p>	SDG1 to publish courses available via the HMS newsletter	SDG1
8	RIB RV	The RIB RV will take place on the 20 <sup>th</sup> August with a probable destination of Whiteness to include a short talk about responsible power boating. Simon had the details for anyone interested.		
9	ORT/SORT	The Chair asked what was left to do with ORT; Richard Evans mentioned the 18 <sup>th</sup> June event had to be cancelled due to a lack of interest and the 16 <sup>th</sup> July had 6 participants. The Chair stated there was interest in a Senior ORT,		Richard Evans (HMS head

		which could happen in the Winter/Spring period. There was some discussion about the best time for this type of event; Jane suggested that May might be the best time to look at. Christine said that the information about SORT was not getting through to the clubs which Richard Evans supported.	Richard Evans to develop the ORT/SORT programme	coach)
10	Gunn Trophy	<p>Written feedback from Cathy Kitson-Jones</p> <p>‘This is going to be LSC ‘Sailing for Gold’ event, and there will be medals available for the winning teams (from memory 1st, 2nd and 3rd). It is open to any youth still attending school. Teams of 3 in Toppers (ok to bring more than 1 team). Cathy will forward a poster for advertising on HMS website if this is ok. Details of timings, etc, are to follow.’</p> <p>Jane Campbell-Morison would find out about booking the Toppers owned by the Highland Council</p>	<p>All clubs to look at entering junior teams in the Gunn Trophy</p> <p>Jane to ascertain the availability of Highland Council Toppers</p>	<p>All</p> <p>Jane</p>
11	Op Plan	The Chair stated that the Op Plan was designed to give direction. There had been discussion over the previous 12 months, and the AGM highlighted that the cruiser fraternity felt left out, although this may have been due to less input from this direction. A redrafted plan had been circulated to include an interest group column and this was adopted at the meeting	Op Plan adopted; Chair to provide a copy for the website	Chair
12	AOB	Christine suggested that it would be good to host an Optimist traveller in	Helen J to	

Final draft pending adoption

		2012. Chanonry SC offered to host and to forward dates to the class association via Christine.	propose dates to Christine	Helen J
13	Next Meeting	The next meeting would take place on the 8 <sup>th</sup> November 2011 – as usual the officer bearers would welcome an offer to host. The HMS Seminar would take place on 3 <sup>rd</sup> March 2012	Club or centre requested to host the next meeting on 8 November	All
END OF MEETING				