

CHICHESTER YACHT CLUB LIMITED

Minutes of the 44th Annual General Meeting held via Zoom video link on Sunday 25th October 2020 at 3 pm

Dr Tony Mobbs, Commodore and Chairman of the Board presided.

31 members were present.

Voting had taken place by internet or mail during the previous two weeks, 60 members returning their voting forms.

The Meeting opened at 3 pm.

1. The Chairman welcomed members to the Annual General Meeting of Chichester Yacht Club Limited.
2. No apologies had been received.
3. **Resolution 1:** The Chairman asked that the Minutes of the AGM held on 27th October 2019 be received and adopted as a true record. The Honorary Secretary reported that 57 votes had been received in favour with none against. The resolution passes and the minutes are therefore adopted.
4. **Chairman's Report of the General Committee**

The Chairman presented his report as follows:

It gives me great pleasure to present this report on the activities of the General Committee and of the Club's position for 2019.

Due to the exceptional situation we find ourselves in this year, I shall divide my report into two parts. Firstly, I shall present my report for the 2019 season and then I shall provide a Club update for 2020.

2019 represented the final year of our 3 Year Club strategy to return the Club to a successful, thriving and sustainable sailing Club. We developed an overall vision to be recognised as a leading sailing club both locally and within the Solent area.

To achieve this vision, we developed 4 main strategic objectives:

1. to increase the membership to 1100 by 2020
2. to establish the Club as a centre of excellence for training and development
3. to ensure the Club is sustainable going forward by investing in the Club's Infrastructure
4. to increase the revenue and profitability of our non-membership income streams.

We ended 2019 with just under 1100 memberships (about 2400 total members). This growth was in part due to successful Club Open Days and other promotional activities, including developing relationships with our two local marinas, by supporting their own open events.

This growth in membership has undoubtedly had an impact on our facilities. Our dinghy park is now also full, ticketed events are now sold out quickly and at times the car parking can be a challenge.

Therefore, the General Committee has changed its policy and decided to stop actively recruiting new members, but to rather focus on providing a positive experience to our existing members.

Our 2019 training programme, both formal and informal continued to develop under the leadership of Helen Green. The Club's formal RYA courses continue to be very successful and are usually fully booked up well in advance. The Club's informal development programme has encouraged more adults to take up sailing. The use of the Club's own boats has helped to introduce more members to dinghy sailing.

Located on tidal water, the Club will always be limited as to the number of courses we can hold. However, we identified further opportunities for training and development through more one to one and informal coaching. To this end, the Club recruited Drew Gibson in 2019 as its first Club Coach. I am pleased to say that he has settled in really well and has provided valuable support to the training team. He has now been promoted to Chief Instructor.

On the water, we had a very active season in 2019 with a comprehensive cruising programme for the Yacht and Motor sections with a good mix of shorter harbour cruising together with longer cruises to the West Country and the Continent. The Dinghy section continues to provide a large programme of Club races, open meetings and our very popular winter sailing programme.

In addition to our traditional sailing activities, there is a growing interest in other water-based activities such as canoeing, stand-up paddle boarding and, more recently, rowing, with several other clubs in the harbour buying their own rowing boats. Currently we are keeping a watching brief on the rowing.

Off the water, the Club continues to provide an engaging programme of social activities, with our very popular first and second Fridays for the Motor and Yacht sections respectively. Club rambles and quiz evenings are also very popular, as too is the winter lecture series. In addition, in 2019 we have introduced a number of new interest groups, such as Yoga, Pilates, Art and, recently, Computing. A new Classic Car group is also proving very popular.

We continue to invest in our Club's infrastructure. Outside the Club, we endeavour to maintain the gardens and foreshore to ensure they are enjoyable and safe areas to use in the summer. We built the new Wheelhouse over the old patio. This allowed us to both provide an outdoor space for members to enjoy during our British summer as well as an indoor area for cooler times and also extended the Bar area for members with dogs. In November, I signed the contract with Walcon to start on the first phase of our waterfront project by replacing the western pontoon, which has been in need of major repairs for a number of years.

We are indebted to our Wednesday volunteer group, under the leadership of Andy Skynner, for their continued work in helping to keep the Dinghy Park and the foreshore maintained throughout the winter months.

Our external events activities continued to show good returns in 2019, generating nearly £240,000 revenue and over £100,000 profit to the Club. We have a number of loyal businesses who now regularly hold their business meetings at the Club. Lewis Brownlee refer to the Club as their "office by the sea".

You will see from our Audited Accounts for 2019 that, with our increase in membership and growth in commercial activities, the Club for the third year running has revenues over £1 million, which in itself raises questions as to how much longer we can rely on volunteer efforts to perform some critical support activities.

The growing success of the Club is very much a collaborative and team effort. I would like to thank Manu Jenkin for her strong leadership and tenacity. She is ably supported by Lucy and Carolyn in the office and they provide a warm welcome to members entering the Clubhouse. Tom Dewey for his business leadership in developing our successful external events business. Josh and Tara for organising our year-round social programme, Andy and Keith and all the other chefs for producing varied and appetising menus throughout the year. In addition, the Club is supported by over 70 part-time casual staff and instructors.

I would normally stop my report at the end of 2019 but given this year's extraordinary circumstances I will provide a further update on the Club to date.

We started 2020 in a very strong position. We had the highest number of members ever at the start of the year, together with the lowest attrition rate for many years. Also, the forecast for our external events business was the strongest we have ever had.

However, at the end of March when the country was forced into lockdown due to the Coronavirus, the Club had to close all its operations for the first time in our history. I activated the Club's major incident protocol, which allowed us to establish a Major Incident Committee to provide leadership and management for the Club.

Overnight, the Club became a virtual Club. I was very impressed by the way our members, through their creativity and innovation, developed new ways of keeping everyone engaged. We discovered Zoom meetings to replace our physical section meetings. New eRacing took the place of our dinghy racing series and new social groups were established, including Quizzes, Book Clubs and Coffee Mornings.

As soon as Government restrictions were lifted, the Committee developed a phased Pathway Plan to open the Club ensuring we provided a safe and secure Covid environment for our members and staff alike and that we were compliant with the latest legal requirements.

By July we were able to reopen the Club fully with our Restaurant service. Yachts and Motors cruises could start again, together with dinghy racing and cruising. Our RYA training programme recommenced, albeit with reduced numbers to ensure social distancing. However, our external events business was, and still is, a major concern.

We were also creative and started up a new takeaway service from the Club to provide drinks, snacks and meals to members and the public.

Throughout the last 6 months the loyalty of our members has been outstanding and the numbers returning to the Club since re-opening was higher than we predicted. The next six months will be critical to the future success of the Club but I am sure with your continued loyalty and support to our winter initiatives we will all get through this crisis together.

This has undoubtedly been a very hard year for the General Committee. I do not think anyone who stood for the Committee last year could have guessed we would have a year like this.

I would like to thank the all the Rear Commodores for an outstanding effort in engaging with their sections and keeping everyone up to date with excellent communications. We maintained our regular monthly magazine throughout and our training programme restarted with only a short delay.

I must give particular thanks to the members of the Major Incident Committee, who have all put more commitment into keeping the Club going than would be normally expected.

Roger Marshall and Liz Adlington, our Accounts Manager, ensured we successfully received all the business grants and loans we are entitled to, including the recent £1,000 grant from the council towards our additional compliance costs, plus producing regular updates on our financial position.

David Pearce for keeping on top of the government guidance and restrictions and ensuring our risk assessments and Club guidance were compliant.

Philip Brown for his knowledge of health services and systems, together with his outstanding expertise in HR and working with Peninsula, our HR partner.

Tom Dewey for keeping the Club ticking over during the lockdown and preparing the Club for its reopening in July, including regular legionella testing.

Manu Jenkin for converting guidance into practical procedures within the Club, plus liaising with our HR partner to ensure our staff received the correct advice.

At this time, communications are key to keeping our members updated and informed. Manu and Lucy worked tirelessly to ensure our regular On Board communications went out on time. Also, Lucy regularly called our more vulnerable members to ensure they were OK.

Finally, as you will see as you hear the votes for the new General Committee for 2021, there are a number of current Committee members standing down from their duties.

Helen Jupp and Alastair Jenkin are standing down as Rear Commodore Yachts and Dinghies respectively. I would like to thank them both for their leadership and engagement with their members through this difficult time. In addition, Alastair has been the Club's Principal Instructor for the last two years, ensuring we kept our training accreditation from the RYA.

Johnny Johnston, our Vice Commodore, who is also this year Chair of the RYA Southern Region, has kept the Club regularly updated on the latest Covid guidance from the RYA.

Also, Philip Brown is standing down from the General Committee. He has been responsible for leading a number of key initiatives such our GDPR and governance projects. And of course he has supported the Club on our Major Incident Committee since March.

The role of the General Committee, and in particular, that of the Commodore, is to ensure the Club grows and progresses to the benefit of our members. I hope you will see that, despite the current Covid crisis, we have developed the right strategy and made the right decisions to ensure the Club is in a good position. This will ensure that, with your support, we will remain viable into the future so that the Club continues to develop and grow, offering a welcoming and friendly environment which provides an exceptional experience for all our members.

Thank you for your loyalty.

Martin Willard asked whether we will still accept applications for membership. The Chairman replied that we currently had 1035 memberships. There had been a small drop early on in the pandemic crisis but most of these members had now returned. Membership is starting to grow again but each Section applies different criteria, for example the Dinghy Park is now full. Motors are still growing and Yachts have other criteria but we think that 1100 memberships probably represents our maximum capacity (i.e. approximately 2,400 members).

5. Treasurer's Report:

The 2019 Accounts show a surplus after tax of some £16,000, down from £31,000 the previous year.

I have noted in previous reports that our aim is only to make a modest profit to allow for reinvestment and otherwise to keep subscription levels as low as possible. In 2019 we again held subscription fees constant and our increased function and member catering income and the growth in memberships largely offset our increase in costs.

Despite significant capital expenditure, particularly on the Wheelhouse, and repaying the balance on our mortgage, cash at the year end was healthy at £178,000. This was very helpful given the events which arose in 2020.

If 2019 was a benign year 2020 was anything but! When we were locked down in March we switched to managing for cash rather than profit, particularly as we had committed to stage 1 of our pontoon replacement. Subscriptions are not sufficient to offset our costs but luckily we had hardly any cancellations.

We ran a series of scenarios at that time modelling possible outcomes. In the event we ended the first half of 2020 in a much better situation than we had feared. This was due principally to:

- Fantastic support from members. Apart from a brief flurry of resignations early on, the vast majority of our members paid subscriptions loyally through the lock down.
- Enormous support from government. We applied for every grant going and besides £96,000 of grant income in the first half (£25,000 direct grant and the rest through furlough payments), we have benefited from a rates holiday.
- Great work from our senior staff who have worked tirelessly to keep the Club functioning.

As a result, we made a small profit in the 6 months to June and cash of £177,000 was virtually unchanged from the year end.

Government support will continue to benefit the second half, with July furlough payments, a continued rates holiday, reduced VAT and Eat Out To Help Out subsidy. However, we will be much more reliant on Restaurant sales now the Club has reopened. This is particularly so because our function income has been obliterated. We also have paid the balance on the pontoon, helped by a £50,000 Bounce Back loan from Barclays but backed by the government.

We have received almost £100,000 in grants, loans and reductions in taxes and rates. However, we have had very little income from functions plus added PPE costs. We still have to get through the winter and we rely on the support of members.

Currently we are forecasting a satisfactory year end cash position. However the actual year end cash, and our second half results, could vary widely depending on the progress of the Covid second wave and any resulting government measures. Your continued loyal support will be critical.

Resolution 2: To receive the Auditor's Report and Financial Statement for the year ended 31st December 2019. The Honorary Secretary reported that 59 votes had been received in favour with none against. The resolution is therefore passed.

6. Election of the General Committee

The number of candidates was the same as the number of members permitted on the General Committee. The number of votes cast for each candidate was announced by the Honorary Secretary. All of the resolutions were passed and the candidates were therefore elected.

Resolution 3: To re-elect Dr Tony Mobbs as Commodore, General Committee Chairman and as a Director of the Company. Proposed by Philip Brown and seconded by David Pearce. 58 votes in favour, none against.

Resolution 4: To elect John Lake as Rear Commodore Yachts and as a Director of the Company. Proposed by Helen Jupp and seconded by Philip Brown. 59 votes in favour, none against.

Resolution 5: To re-elect Gavin Crick as Rear Commodore Motors and as a Director of the Company. Proposed by Richard Williamson and seconded by Jennie Woodcock. 55 votes in favour, none against.

Resolution 6: To elect Karen Cheeseman as Rear Commodore Dinghies and as a Director of the Company. Proposed by Mark Green and seconded by Biddy Colbourne. 58 votes in favour, none against.

Resolution 7: To re-elect Helen Green as Rear Commodore Training and as a Director of the Company. Proposed by Tony Mobbs and seconded by Neil Bacon. 58 votes in favour, none against.

Resolution 8: To elect Simon Benson as Rear Commodore Membership and to re-elect as a Director of the Company. Proposed by Helen Jupp and seconded by Johnny Johnston. 57 votes in favour, none against.

Resolution 9: To re-elect David Pearce as Honorary Secretary and as a Director of the Company. Proposed by Tony Mobbs and seconded by Roger Marshall. 59 votes in favour, none against.

Resolution 10: To re-elect Roger Marshall as Honorary Treasurer and Financial Director of the Company. Proposed by David Pearce and seconded by Gavin Crick. 59 votes in favour, none against.

Resolution 11: To elect or re-elect five nominated members to the General Committee and as Directors of the Company.

Neil Bacon (re-election) proposed by Gavin Crick, seconded by Helen Green. 55 votes in favour, none against.

Steve Cray (election) proposed by Philip Brown, seconded by Helen Jupp. 57 votes in favour, none against.

Tony Moore (election) proposed by Gavin Crick, seconded by Tony Mobbs. 55 votes in favour, none against.

Philip Ladds (election) proposed by Gavin Crick, seconded by Kate Williamson. 54 votes in favour, none against.

Martin Willard (election) proposed by Gavin Crick, seconded by David Pearce. 55 votes in favour, none against.

7. **Resolution 12:** That the firm of Lewis Brownlee be re-appointed auditors for Chichester Yacht Club Limited. The Honorary Secretary reported that 59 votes had been received in favour with none against. The resolution is therefore passed.

8. **Special Resolution 13:** To amend the Club Rules (October 2019) so as to move the start of the subscriptions year to 1 April. The Chairman explained that the proposal was designed to ease the financial burden on members by moving the due date for subscription payment away from the Christmas period. At the same time it is intended to adjust the Company's financial year to match the subscription year but this does not require any amendment of the Articles or Rules.

Proposed by Tony Mobbs and seconded by David Pearce. The Honorary Secretary reported that 57 votes had been received in favour and one against. The resolution is therefore passed.

9. **Special Resolution 14:** To amend the Club Rules (October 2019) to remove the absolute necessity to hold an Annual General Meeting, which is not a requirement under the Companies Act 2006 and would permit greater flexibility in holding and scheduling AGMs, in particular in changing circumstances such as the current pandemic. The Chairman explained that the proposal would also allow other means to be used for AGM business, avoiding physical presence if necessary. He stressed that AGM business would still be required to be transacted in some manner.

Proposed by Tony Mobbs and seconded by David Pearce. The Honorary Secretary reported that 56 votes had been received in favour and one against. The resolution is therefore passed.

9. There being no other formal business, the meeting closed at 3:30pm.

The Chairman then went on to present the annual Club Trophy awards.

Club Trophy Presentations

Endeavour Trophy Presented to the Club by the Reverend Stephen Pakenham and awarded by the Flag Officers for meritorious achievement in the services of the Club, presented to

Judy Walker: in recognition of her establishing and leading the Yachtie Ladies group and training programme.

Woodham's Wheel Presented to the Club by Roger Woodham and awarded by the General Committee for services to the Club, presented to

Katy Day and Lottie Cheeseman: in recognition of their achievements as dinghy sailors who have actively encouraged youngsters to take to the water.

Cruiser Cup Originally presented to the Club by Chichester Yacht Basin and awarded by the Flag Officers in recognition of an outstanding contribution for a cruise, log or Magazine article, presented to

Alastair Jenkin: in recognition of his contributions to CYC Magazine and Flag It Up during lockdown.

Robin Hamilton thanked the General Committee and particularly the Commodore for their work for the Club during the pandemic closure and their contribution to the Club's survival.