

**ESSEX GLIDING CLUB
MINUTES OF A COMMITTEE MEETING**

Date Wednesday 16th November 2023 commencing 6 pm.
Venue EGC Clubhouse Ridgewell Airfield

Committee Members Present

John Whitwell (Chairman), Tony Brook (Treasurer), Dave Hertzberg (CFI) Steve Jessup (Secretary), Will Burry, Callum Hitchings, Vince Earl

Apologies

None as all present

Minutes taken by Steve Jessup

1. Minutes of Committee Meeting held on 22nd April 2022 and Special Committee Meeting held on 23rd August 2023 (to discuss tug issues)

These had been previously circulated and were now formally agreed as correct.

2. Decision Approval/Recording process.

SJ and JW were concerned that process for getting approval of minutes of meetings and also the process for recording intermediary ('e mail') decisions needed clarification and streamlining. We needed decisions of the committee to reach the stage of formal approval more quickly thus enabling them to be put onto the website so that members could see them. Part of the issue was the length of time between committee meetings, as normally minutes for a meeting await the next meeting before formal approval. Also more clarity on e mail decisions (on urgent issues arising between meetings) required. There was much discussion.

Decision

- (i) Following a committee meeting SJ would circulate minutes to committee members with a one week time limit for approval/comment. If no comments received then deemed approved. SJ will confirm such to committee members**
- (ii) If revisions made to minutes following comment then revised minutes re-circulated for approval highlighting amendments, Process above repeated.**
- (iii) SJ will then forward approved minutes to CH who will post them on the website**
- (iv) Decisions that are to be made by e mail are to be flagged by JW in the e mail heading as 'Committee Decision required' and, once decision made, confirmed by JW by e mail headed 'Committee Decision'**
- (v) SJ will record such decisions and attach them as an appendix to the minutes of the next meeting (then see (i) above)**

3. Treasurer's Report

TB circulated current cash flow spreadsheet. We have about 130K of which 110K is allocated. So about 10K working balance

110K includes 75K self insurance contingency, £11,600 for insurance, £12,200 outstanding vouchers, 10K glider repairs 4k flying account credits and other amounts.

It seemed that there was room for negotiation on insurance costs. DH offered to undertake this
Action DH to contact insurers

We had previously agreed to end offering new training packages and to extended packages for those then on them for a further year. This extension will end at the beginning of the next season.
Action TB to confirm to those affected by this

The tug was now at Wattisham for the winter. It was noted that despite the need to pay landing fees to refuel at Elmsett the increased tug fees seemed to be covering these costs. However CH had noticed that Wattisham were offering 1000' aerotows. It was not clear if any had been done however these would be uneconomical. Agreed that our policy of minimum 2000' aerotows should be advised to Wattisham.

Action
CH to advise Wattisham that our tug was only to be used for 2000' minimum aerotows

4. **Matters to be discussed at AGM**

5. **Voucher flights**

The backlog due to last year's tug breakdown and covid had been largely cleared. It was noted that income from the flights (since 1.4.2023) was about £25K (The largest income line on our balance sheet) despite this JH was aware of concern from some members about amount of time devoted to voucher flights. It was felt that some streamlining of pre flight briefing procedures would help.

Action
DH to prepare standard pre flight briefing procedure

6. **Simulator**

There is interest from another club for the purchase of our simulator and the currently unfitted K13 fuselage. It was felt that we could consider this (if the price was right) as there are other simulator options available that, for various reasons, might suit us better.

Decision
Members views to be sought at AGM
Action JW

7. **Tug**

Although oil tests indicate no reason for immediate concern, the possibility of large expenditure on the engine of the Pawnee in the relatively short term still exists. There is the option to have the Pawnee transferred to a different maintenance regime. This may help but this will not resolve the basic issue.

We need to consider all options for our long term towing arrangements. There was a lot of discussion on this covering ending the offering of aerotows (Which the committee generally thought would be a bad idea) continuing with the Pawnee, refurbishing when necessary and the purchase of a replacement for the Pawnee. John had approached Eurofox who were willing to bring their new (more powerful) 141hp demonstrator aircraft at Ridgewell. Eurofox offer a while you wait maintenance scheme and the possibility of a one year delivery. Cost of would be about £160K but we would save a lot on running costs. It has folding wings which would give better hangar options. It was noted that planning conditions attached to the use of the tug require council approval for replacement with a different type of aircraft. Noise level will be the main concern (although Eurofox say it will be lower than Pawnee)

Decision

- (i) The committee will recommend that the club continue offering aerotows.
- (ii) We will take up the offer of a demonstration of the Eurofox.

Actions

**JW to discuss with Tugmaster and arrange demonstration
Parish council representatives to be invited to demonstration (JW)
JW to obtain copy of noise certificate for 141hp Eurofox**

8. Membership Secretary

As part of the breaking up of tasks previously done by Allen Cherry, it is proposed to appoint a membership secretary. Wayne Naylor has volunteered to take on this task. After much discussion this was agreed.

Decision

- (i) A Membership Secretary will be appointed following the AGM
- (ii) The membership secretary will not be a member of the committee
- (iii) The scope of the work will be defined and then agreed by the committee but will include the following:
 - (a) Keep an up to date membership list and circulate this to all members of the committee whenever there is an amendment.
 - (b) The list needed to record details that would assist our annual BGA return
 - (c) The list should also include emergency contact details for each member (a copy to be kept at Launch point)
 - (d) A Committee agreed starter pack will be produced.

9. Newsletter

It was suggested that a way of improving communication would be to circulate a newsletter as other clubs do. We would need a newsletter editor Cathy Dellar already does something similar on social media and so should be given first refusal. Otherwise JH to ask for volunteer at AGM. If none DH might do.

Decision

Agreed in principle to trial a Newsletter

Action

Offer post of Newsletter Editor to Cathy Dellar (DH)

10. Winch Driving

There was a discussion about how to increase the number of winch drivers. We need to make all new members aware that when joining the club they will be expected to train for and take part in all the activities required for us all to fly, including winch driving. This could be communicated in the membership starter pack and on the membership and annual renewal forms.

Action

Revise membership and Renewal forms (Membership Secretary)

11. Student Pilots Manual

DH though we should provide this to all new members including recent ones. This could be part of the starter pack

Decision

All new members (and recently new) will be provided with a copy

Action

Batch of 20 manuals to be ordered for stock and issue (SJ)

12. Site Team

A site team had been put together who would be responsible for undertaking taking the lead in repairs and maintenance of the airfield and club vehicles. Nick baker was part of this and he had checked all vehicles and produced a report. We will need to spend about 3K on repairs over the winter. This will include replacement of all batteries. We also will probably need to replace at least one vehicle next year. It is intended to put up a service record board for the vehicles in the workshop.

Action

Existence of the site team to be notified to membership at AGM (JW)

13. Tariffs for next year

There was discussion on what the tariffs should be for the coming year. It was noted that we had perhaps been over generous with the junior rates. Although this had resulted in more juniors joining we rapidly reached our full capacity for them as a consequence.

Decision

- (i) Junior membership to be increased to £100
- (ii) Junior winch launch fee to be £6.50
- (iii) Junior discount on time in air flying fees to be removed.
- (iv) Junior membership numbers in future to be capped at 12 (does not affect our 13 current juniors)
- (v) New members (and existing junior members under 21) are only entitled to junior membership if they have not reached their 21st Birthday on Membership renewal date. Existing junior members over 21 can continue until 25th birthday.
- (vi) No change to other membership and Flying tariffs

Note (To be deleted from posted version of minutes)

Previous item 14 (about Child Protection Officer) deleted due to confidentiality. Therefore previous items 15, 16, 17 and 18 promoted to 14, 15, 16 and 17 respectively.

Item re Child Protection Officer to be added to intermediary decision list to be appended to next committee meeting minutes

14. Committee Meetings and AGM

There was some discussion on the need for more frequent committee meetings and for the dates for them to be set in advance. Intermediate decisions can continue to be made by zoom or e mail.

Decision

- (i) **The dates for four committee meetings to be held at 6 pm on Wednesdays at the clubhouse to be set. First to be in about 3 month's time.**
- (ii) **The date for next year's AGM to be set**

Action SJ

15. Additional Decisions

- (i) **Spiked Roller**
Some doubt as to its effectiveness and whether we should sell it. Generally felt that the field has improved and maybe it is too early to judge effectiveness
Decision
Agreed to retain the roller
- (ii) **PW5 trailer**
One of the existing gas struts is defective.
Decision
Rebecca to be asked to replace them as part of the work she is doing on the PW5
Action VE
- (iii) **Tug hanger**
SJ has offered to adjust the metal tracks in the tug hanger to match wheel span of Pawnee. He will do this during the winter concurrent with work on his glider which awaits the workshop being available
Action SJ
- (iv) **Red K13**
A radio is being fitted by Rebecca to the K13. Do we ask for repeater in rear cockpit?
Will cost about £500
Decision: Agreed to fit repeater
Action VE to advise Rebecca

16. Date of Next Meeting

Wednesday 21st February 6 p.m. in the clubhouse

The meeting closed at 9.30

17. (Post Meeting Note) Dates of Future Committee Meetings and 2024 AGM

21st February 2024, 22nd May 2024, 21st August 2024, 20th November 2024
(All Wednesdays 6 p.m.) 26th February 2025
6. p.m. Saturday 30th November 2024 (AGM)

Appendix

Record of Committee Decisions made by email since Committee Meeting held on 22nd April 2023

c. 1.5.2023 Agreed to replace the harnesses on KRU, KRX and the new K13 HVW and refurbish the hooks on the Skylark

c 2.5.2023 Agreed to accept Andy Daines' offer for Astir wreckage

c. 5.5.2023 Code of conduct agreed

14.5.2023 Agreed to extend training packages for all on them for a further year

27.6.2023 Unanimously agreed not to accept any application to join from a member expelled from the club several years ago

5.8.2024 Voted against subsidising a prospective new tug pilot for tug training

c.7.8.2023 Agreed to sell Skylark to Simon Ginns for price we paid for it.

5.9.2023 Agreed Rebecca to carry out work on red K13 following landing incident

24.9.2023 Voted against accepting proposal for reduced rate/time period from a former member. They would have to pay normal rate.

10.10.2023 No to quotation for concreting tug hanger. Move channels instead.

C 29.10.2023 Security lights and sensors to be repaired/replaced