



General Meeting September 2015

Minutes of the Queensland 16ft Skiff Sailing Association Inc. General Meeting held on 7th September 2015 @ DPSS

1. **Meeting opened:** 8:28pm
2. **Attendance:** Kye Hawgood, Jenny Hawgood, Lauren Walker, Simon Walker, Patrick Hanlon, John Anderson, Mark Newton, Victoria Pryce, Malcolm Thorburn, Steve Geck.
3. **Apologies:** Nil.
4. **Minutes of Previous Meeting**
 - 4.1. Previous minutes were accepted (Proposed JH, seconded KH).
5. **Business arising from minutes**
 - 5.1. Report on the Nationals – see general business.
6. **Correspondence**
 - 6.1. Correspondence Outwards
 - Email to ASSA - Request for explanation over funding withdrawal from the Nationals.
 - Email to members – re previous minutes.
 - Email to members – re: AGM agenda.
 - 6.2. Correspondence Inwards
 - Email from ASSA – Response to our request for explanation over funding from the nationals.
 - Email from Michael McMahon – availability of Heritage 16ft Skiff (forwarded to BSS and DPSS).
 - Email from Michael McMahon – NSW State Championship details and registration (forwarded to sailing members).
 - Email from MSC – response regarding arrangements for the Nationals.
 - 6.3. Correspondence was accepted (Proposed SW, Seconded JH).
7. **Treasurer's Report**
 - 7.1. Presented LW (Proposed LW, seconded SW).
8. **Race Reports**
 - 8.1. Nil
9. **Upcoming Races**
 - 9.1. Opening QSSA race to be held in conjunction with the super skiff weekend at DPSS on 20th September.
10. **General Business**
 - 10.1. **Update on 2015-16 Nationals planning.**
 - KH & SW met with Rollo on Wednesday 2nd September to provide update.
 - KH & SW attended MSC committee meeting on Wednesday 2nd September to provide update on Nationals – positive response from the committee at MSC, who will get back to us regarding an update to their insurance arrangements.
 - Discussion of funding from National Association

• **Nationals To Do List**

Activity	Action	Who	By when	Comments/Update
Book function Room for the Presentation	<p>Confirm RSL available for presentation</p> <p>Sort a run sheet and who needs to run the night?</p> <p>DJ/music?</p>	RN & KH	Booked	<p>Presentation has been moved to RSL due to successful sponsorship of the event</p> <p>Function room at the has been viewed and looks great/suitable</p> <p>Dinner options have been selected</p>
Contact council to book car park	Done	RN with QSSA	Done	Done
Organize aquatic events permit and other permits as required	SW submitted	SW	Submitted	Takes 6 weeks to process
Sponsor prospectus	<p>Send email to skiff list with prospectus seeking support</p> <p>Review list of potential sponsors and contact</p> <p>KH & SW have followed up Beach House, The Bay Apartments and Enzo's with regarding their desired level of involvement – to continue discussions with all and working with Rollo.</p> <p>Finalise sponsors by the end of October 2015 for inclusion in the program</p> <p>Need to arrange to get logos on national website once we secure funds</p> <p>Sponsorship agreed from Beach House Hotel. We have made a tentative booking for NYE event at the Beach House Hotel will include a 3 course dinner (kids welcome with separate kids menu), followed by band and fireworks. Need to confirm numbers at least a month out from the event</p>	SW, LW, RN & KH		<p>Prospectus has been completed and emailed to RN (MSC)</p> <p>Major Sponsor: Hervey Bay RSL</p> <p>3 race sponsors confirmed: Richers Transport The Bay Apartments The Beach House</p> <p>4 more race sponsors to secure</p>
Submit RSL community Sponsorship Letter	<p>Complete submitted to RSL</p> <p>Confirm naming of championship</p>	SW	Complete	<p>Successful - \$5k sponsorship</p> <p>KH to confirm naming of championship</p>

Activity	Action	Who	By when	Comments/Update
Submit Fraser Regional Council community Sponsorship Application	Complete submitted to Council by MSC on behalf of QSSA Find out the outcome in October	RN	Complete	Seeking \$5k grant Find out in October
Accommodation List and other information notices	Send email to NSW association to remind crews to book in JH to create an event page on FB and invite skiffies	JH	Complete	JH has sent out accommodation possibilities to sailors – accommodation is booking out
Shirts, hats & caps	- ordering will be requested when boats register to avoid over ordering - Need to confirm a design and shirt sponsor - Confirm price points to determine cost based on suitable number ordered (i.e. 100 units) - Confirm lead time JH to speak with Embroidery excellence	JH	July 2015	Final numbers 5 weeks out from event Approx. \$30 each
Review potential spectator vessel and determine cost and viability	Determine local companies suitable to collect people from the beach – Fighting Whiting Cover cost by admission If the vessel wants to run a bar it will be at their risk and cost Follow up with Rollo	RN & QSSA		Fighting Whiting not available PH – possible to run on the days we have two races. Get sponsors onto the boat. Could run at cost to encourage people to get out on the water. Would need to be suitable to leave from the beach.
Rescue boat crews	MSC confirmed they will provide volunteers, but may need some support. Determine who might be available to crew and create a list/roster Arrange for Mark Graham (13fters) – to skipper a rescue boat as he will know who needs help Discussion to have at least 6 boats available.	KH & JH	October 2015	Finalise crews and backups by October
Create Regatta program	MT to coordinate program with input from RN and QSSA Need to seek logos from sponsors MT looking at current program and will approach previous sponsor to print program MT has electronic program Provide an electronic version online	Mal Thorburn		Start providing logos as they come in from sponsors

Activity	Action	Who	By when	Comments/Update
Media Coverage	MSC have agreed to help contact local media outlets Nothing further to do until closer to the time Potential council website coverage?	RN & QSSA	On hold	
Social program – who what where	Program completed	JH		Update as necessary
Scoring/web publishing options	Determine in association with National Committee closer to the championships Including trophies – who needs to organize engraving	KH	On hold	
Organize raffles for BBQ nights	Determine prizes Hold BBQ on 1 or 2 nights How often and when JH to ask Victoria Pryce if she wants this role	JH	July 2015	Vic Pryce has agreed to organize raffles
Invite dignitaries to various events including their day of sponsorship	SW to draft letter for opening event (BBQ at MSC on Monday 28 th December)	SW & RN	October 2015	
Canvas banner to display during the event	Canvas banner? Need to work in with sponsors			Check online – A Sign Design may provide it as a donation Possible to also source from overseas.

10.2. Discussion of future training and encouragement of junior classes:

- As per the AGM minutes

10.3. Format of the States:

- As per AGM – Option 1 to hold races at BSS and DPSS was voted and accepted

Location	BSS	DPSS	BSS	DPSS
Heat #	Heat 1	Heat 2	Heat 3	Heat4
Date	7-Nov	8-Nov	21-Nov	22-Nov

- 13ft skiffs will compete in same format and at same time at 16fts, but need to manage number of rescue boats available.

11. General information

Fees for 2015/16:

Membership 16's	\$20
Membership 13's	\$10
Associate Member	\$10
Boat Registration 16's	\$80
Boat Registration 13's	\$60

Individual race nominations will be paid to the club as part of their sign on fee.

12. For Sale

As per skiff web site.

13. Next Meeting: to be held in October 2015 at 7:00pm at DPSS club house. **Date to be confirmed**

14. Meeting closed: 8:52 pm