

THE HEBE HAVEN YACHT CLUB LIMITED

Minutes of the Meeting of the General Committee held on Thursday 31 May 2018.

Present:

Peter Weiley	PW	Commodore
Mike Randall	MR	Vice Commodore
Eddy Lo	EL	Rear Commodore - Operations Committee
Paul Arkwright	PA	Honorary General Secretary
Don Johnston	DWJ	Honorary Treasurer
William Kwan	WK	Chairperson - F&B / Event Committee
Steve Chu	SC	Chairperson - Sustainability Committee
John (KK) Lo	JL	Chairperson Powerboat Committee
William Chan	WC	Chairperson - STC Committee
Desmond Ngan	DN	Member
Charles Li	CL	Member
Poon Kin On	PKO	Member
Tommy Tsoi	TT	Member

Apologies

Bridget Chan	BC	Rear Commodore Sailing and Sail Training
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In Attendance:

Lisa Keatley	LK	General Manager
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The meeting commenced at 1930 at HHYC

No.	Item	
1	Approval of the previous minutes	
1.1	PA proposed that the minutes of the previous meeting be approved. KK seconded All approved	
2	Matters arising	
2.1	PW stated that all items will be covered in the agenda therefore no matters arising.	
3	Commodore's Report	
3.1	<u>Conduct of meetings</u> PW again presented the organizational structure of the General Committee with a reminder that members must act in accordance with the M&A and committee book, and always in the best interests of the club. PA highlighted further points of the role of the GC including but not limited to:- <ul style="list-style-type: none"> • Appoint Committees to support the efficient running of the Club in the interest of the membership as a whole • To conduct urgent business only, by circulation of papers • Determine the strategic plan and initiatives to meet both current and future needs of the Club and monitor management implementation of the same. • Maintain and uphold committee policies • Ensure compliance with statutory regulations and good practices • Understand the Club constitution, rules and duties of Directors • Work collaboratively with other Committee members with a unity of vision, cohesiveness, open communication and stewardship. • Set policy and respect the line between oversight and direct involvement into management operations. • Be well informed of all Club activities. 	All
3.2	<u>Proposal by TT and PKO regarding complaint by WC</u> WC submitted a complaint regarding the conduct of the Vice Commodore and Honorary Treasurer at the April meeting and asked that the Commodore request the two officers to "apologise for their misconduct" PW responded that apology letters have already been issued addressing the reasons why MR and DWJ reacted in such a way. WK stated that he did not accept the apologies as he felt they were issued on a conditional basis of what he said, however, apologized for not receiving and reading the relevant email information prior to the meeting. TT opined in his view this was still unsatisfactory and proposed that according to the M&A a disciplinary panel be formed to investigate the complaint by WC. Seconded by PKO 8 in favour 4 abstentions MR requested that the proceedings of the proposed disciplinary panel	TT/ PKO

	relevant minutes and apologies already issued, be published on the website.	
4	<u>Club Development Report</u>	
4.1	<p><u>Members Forum for Essential Works (EW) related to the Masterplan</u></p> <p>PW reported that approximately 40 members attended the members' forum regarding a presentation of Essential Works for the clubs Masterplan.</p> <p>PW added that he has also appraised HAB of the current issues regarding the boat racks, the garden bar canopy and the EW plans.</p> <p>MR added that the calculation of the values for the EW was carried out by a qualified QS and the results have been set out in the Masterplan.</p>	
4.2	<p><u>Update on PRL issues</u></p> <p>PW reported that he and others attended an Interclub Officer's dinner with ABC and RHKYC to address PRL issues and discuss the way forward. Public consultation will be in the form of an online random "tick box" exercise and when appropriate HHYC will remind members to cast their votes.</p>	
5	<u>Honorary General Secretary's Report</u>	
5.1	<p><u>New Member Application</u></p> <p>PA proposed 4 new member applications be approved. 3 applications were approved unanimously, 1 application was rejected.</p>	
5.2	<p><u>Full Member Application</u></p> <p>PA reported five full member applications have been received and are being assessed as more information is required to substantiate their suitability.</p>	PA
5.3	<p>One request was received to re-activate an account. The member has not paid absent fees since 1990.</p> <p>PA proposed to reject the application. KK seconded All in favour of the rejection</p>	
5.4	<p><u>Disciplinary Panel Findings</u></p> <p>PA requested that as the issue in question involved a member of the GC, he should excuse from the meeting while the matter was heard.</p> <p>PA explained that a complaint has been received from STC stating that two new optimist trolleys have been stolen, destroyed and found under the personal dinghy belonging to a member of the GC.</p> <p>A disciplinary panel was formed comprising of PA, BC, EC, DWJ and JC (acting as an independent member) to investigate the case and to also provide an opportunity for the member to explain the appropriation of the two new Club dinghy trolleys and the reasons why he acted in this way.</p> <p>Following statements from the Marina Manager, STC Manager and former Facilities and Operational Manager it was determined that there were many</p>	

	<p>inconsistencies in the explanation provided by the member of GC and the facts provided by HHYC employees.</p> <p>Based on the conclusion and findings of the disciplinary panel the following actions were recommended towards the member of GC. That:-</p> <ol style="list-style-type: none"> 1) Payment for replacement of the trolleys will be deducted from his account 2) He resigns immediately from GC 3) His membership be suspended for six months <p>Proposed by PA Seconded by DWJ 5 approved 7 against</p> <p>TT asked if there are any precedent cases for suspension for a 6 month period similar to this type of infraction. MR stated that in his experience on GC, suspensions were mainly due to members fighting and other behavioral issues, however this is the first time in his recollection that theft of club property by a club member has been reported.</p> <p>WK and WC both stated that this was a “stupid” act by the member of GC for stealing something that actually belongs to HHYC.</p> <p>WK proposed that the member of GC be asked to pay only for the replacement costs of the trolleys with no further action required.</p> <p>Seconded by PO 8 approved 4 abstained</p>	
5.5	<p><u>Artwork of plastic bag for Hebe Jebes</u> PA produced updated artwork which included the original club burgee for the Hebe Jebes’s magazine plastic cover. WK requested that the biodegradable plastic be changed to paper.</p> <p>PA agreed to investigate costs and feasibility.</p>	PA
6	Treasurers Report	
6.1	<p><u>Update on translation of existing M&A and Bye Laws</u> DWJ reported that the existing documents, previously translated, will be used as a basis for the further updated translation and are currently being checked for legal content.</p> <p>A certificate will be provided stating that the translation is competent and can be used in a court of law.</p>	DWJ
6.2	<p><u>Treasurers Report for April 2018</u> DWJ reported that the TR has been circulated and in summary the two positive highlights are, that the club is financially on track relative to budget and there are no overdue debtors.</p>	
6.3	<p><u>Remuneration Proposal</u> DWJ again presented a remuneration proposal (which was rejected two</p>	

	<p>months ago by GC), recommending a number of increases to staff salaries at an average overall increase of 4.8%. DWJ also reminded GC that contractually, staff are entitled to an increase as of 1 April each year and now are entitled to know why their contracts have been breached.</p> <p>DWJ proposed to implement the pay increase as detailed in the remuneration proposal as per employee contracts submitted in the March GC meeting.</p> <p>Seconded by MR 6 in favour 7 Against</p> <p>DWJ also proposed that in line with the practice of many other clubs, whereby members are invited to contribute one month's subscription to the staff Lai See Fund or such other amount as the member wishes to nominate, that HHYC implement a similar system for the forthcoming year.</p> <p>Currently HHYC staff receive \$800 per person and a calculation of the above proposal will increase this to approx. \$18,000 per person.</p> <p>WK proposed to defer this proposal to a later date. All agreed.</p>	
7	Sailing Committee Report	
7.1	BC submitted a written report and no further comments were received.	
8	STC Committee Report	
8.1	WC submitted a written report including STC scheduled events. Hebe Dragons Race team regattas and training schedules and Sailing for Schools bookings.	
9	Operations Committee Report	
9.1	<p>EL submitted a written report updating GC on several issues. Approvals were required for the following:</p> <p><u>1) Purchase of a new P4</u> The current 90HP P4 leaks and is not worth the cost of repair. Quotations have been received and OPSCom have recommended to purchase a new boat at a cost of \$164,000</p> <p>Proposed by EL Seconded by DW All approved.</p> <p><u>2) Installation of a security, access card controlled gate at the entrance to the Marina Pontoons</u></p> <p>OPSCom have recommended to install a security gate to minimize non-member utilization of the pontoon and club premises particularly during the night when there are less security guards on duty. The cost is \$50K.</p> <p>GC approved in principle but requested EL to consider the height of the gate similar to RHKYC and ensure an emergency release button is installed.</p>	EL

	<p>Proposed by EL Seconded by DM All approved</p> <p><u>3) Forklift Update</u> All other issues regarding the new forklift have been resolved apart from the need to modify the boat cradles to increase their height in order to accommodate the larger forks on the new forklift.</p> <p>Quotations have been sought for modifications to the cradles and EL requested a budget of \$200K.</p> <p>Seconded by KK All approved</p>	EL
10	F&B Committee Report	
10.1	WK submitted a monthly report detailing revenues against prior year and budget which was on track, increase in covers and upcoming promotions.	
11	24 Hour Race Event Update	
11.1	TT provided an update on progress to date.	
12	Sustainability Committee Report	
12.1	<p>PW proposed to procure a reverse osmosis water filter drinking through for the garden bar at a cost of \$52K</p> <p>SC seconded All approved</p>	SC
13	Power Boat Committee	
13.1	KK reported that a survey report has been received regarding deficient air conditioning on Hebe One and is being reviewed and awaiting quotations for rectification works.	
14	General Managers Report	
14.1	<p>LK reminded GC of the forthcoming new members cocktail party.</p> <p>Clean Pak Sha Wan Day is scheduled for 15 September 2018.</p>	
15	A.O.B.	
15.1	<p>TT proposed “to establish an independent review committee to review matters such as the illegal construction of boat racks, the compliance of large forklifts, the construction of double pontoons the issue of liability and copyright and also to study if involved any transfer of interest.”</p> <p>PO seconded 7 approved 6 abstained</p>	TT
15.2	<p>CL submitted a proposal as follows:-</p> <ol style="list-style-type: none"> 1) “To suspend development projects in the next 5 years” 2) “To make CDC more representative by increasing 4 committee members” 	

	<p>CL clarified he was proposing the suspension of construction work in the next 5 years, however, planning for preliminary design could proceed.</p> <p>DWJ enquired about Essential Works, CL stated the same would apply, after obtaining all approvals, EW should only commence after 5 years.</p> <p>PW asked if it applied to new boat racks, MR enquired about the extension of the pontoon moorings and accommodation for staff amenities and members workshops. CL responded in the affirmative as above.</p> <p>DWJ expressed concerns if a vote was taken to approve a 5 year hiatus and suggested removing the stipulated time frame but make it clear that building work should record commence until all necessary approvals are received.</p> <p>MR clarified the point, and recommended that the proposal to be voted upon should be that the club will not progress to build any structure unless it is fully compliant with the law.</p> <p>CL seconded All agreed.</p>	
15.3	<p>CL proposed to increase at least 4 ordinary committee members to join the remuneration committee and to increase more if there is a need.</p> <p>WK seconded 7 in favour 3 against 2 abstentions</p>	
15.4	<p>WC proposed to make the remuneration committee fully transparent so every committee member is allowed to know the remuneration and benefits of any employee when necessary</p> <p>CL seconded 7 in favour 5 against</p>	
15.5	<p>WC stated that on 27 March 2018, PW asked WC to request a committee member to leave the STC Committee and asked what he should do next as the member has not left the STC committee. WC re-iterated that he acted according to the instruction from PW. PW responded that the request to ask the member to leave the committee came from a majority of STC Committee members who were very unhappy with the member as he was not contributing to the smooth running of the committee.</p> <p>WC stated he is still unsure of the position. PW clarified that if committee members are causing a problem and not welcome by other committee members then they should be dealt with accordingly and asked to leave the committee.</p>	
15.6	<p>DWJ distributed forms from the auditors regarding signatures to confirm that committee members have no conflict of interest in the club or are being paid by the club.</p>	

There being no further business the meeting closed at 23:00
The next meeting is scheduled to take place on the 28 June 2018

Mr Peter Weiley
Commodore

Mr Paul Arkwright
Honorary General Secretary