

THE HEBE HAVEN YACHT CLUB LIMITED
Minutes of the Meeting of the General Committee
held on Thursday 27 June 2024

Present:

Name	Member No.	Acronym	Position
Donald William JOHNSTON	J-048	DWJ	Commodore (in person)
Aaron Arthur GOACH	G-164	AG	Honorary Secretary (in person and via MS Teams)
Daniel Yiu Man CHAN	C-353	DC	Honorary Treasurer (via MS Teams)
James Harvey JESSOP	J-068	HJ	Rear Commodore—Sailing Development (in person)
Eddy Kin Pong LO	L-408	EL	Rear Commodore—Marine Operations and Facilities (via MS Teams)
Simon Anthony ROBERTSON	R-148	SR	Chairperson—24 Hour Dinghy Race Committee (in person)
Carolanne BIDDELL	B-280S	CB	Chairperson—Environmental and Social Governance Committee (in person)
David LAM	L-535	DL	Chairperson—Food and Beverage Committee (via MS Teams)
Frances Lee HURLEY	H-272	FH	GenCom Member (via MS Teams)
Joseph Chun Pang LAU	L-282	JL	GenCom Member (in person)
Clayton YU	Y-142	CY	GenCom Member (via MS Teams)
Apologies:			
Sonny PAYNE	P-147	SP	Vice Commodore
Bridget Yuk Lin CHAN	C-455	BC	Rear Commodore—Sailing
John Kam Kuen LO	L-311	KK	Chairperson—Powerboat and <i>Hebe One</i> Committee
Michael Kenneth SHARP	S-252	MS	GenCom Member
In Attendance:			
Paul C. ARKWRIGHT		PA	General Manager (in person)
Katherine TUTSCHEK		KT	Minute Taker (in person)
Helena CHUNG		HC	Interpreter (via MS Teams)
Zelos CHENG		ZC	IT Manager (in person)



NOTE: there were 5 Resolutions as recorded in the attached [Annex](#).

The meeting commenced at 19:01 at HHYC		
No.	Item	Action
1	Conduct of the General Committee Meeting	
1.1	GenCom meeting quorum - A quorum of GenCom members were present (DWJ, AG, DC, HJ, EL, CB, SR, JL, CY), so DWJ declared the meeting open.	
2	Approval of minutes	
2.1	GenCom meeting on 25 April 2024 - The minutes of the GenCom meeting on 30 May 2024 were approved. (Resolution #1 per Annex) <i>19:02 DL joined the meeting</i> <i>19:05 FH joined the meeting</i>	
3	Commodore's Report	
3.1	NomCom—update - The Chair of the Governance Committee had found a candidate for the Chair of NomCom, and would look for other candidates to sit on NomCom before the next GenCom meeting. <i>19:11 KT joined the meeting</i>	AG/DWJ
3.2	Preparation schedule for the 2024 AGM - Committee Chairs were requested to submit their reports to be included in the Annual Report (blue booklet circulated ahead of the AGM) by 1 August 2024.	ALL
3.3	Audited annual financial report—update - The financial report was progressing well. It included the year-end adjustment of HK\$1.55 million, and was compliant with the new HKFRS 16. DC would keep GenCom abreast of any material adjustments in the future. - AGM as per the new Articles states that around 50% of GenCom members are to be elected for two-year terms at each AGM. - DWJ would send a notice to GenCom members soon after this meeting about which positions were up for (re-)election at the 2024 AGM. - The financial report must be finished for approval at the July 2024 GenCom meeting.	DC DWJ/SP/AG ALL

		DC
3.4	Fragrant Harbour merger—update <ul style="list-style-type: none"> - SP informed the proprietor of <i>Fragrant Harbour</i> magazine that GenCom had decided not to proceed with the merger. 	
3.5	Mr Vart’s report on man overboard incident—update <ul style="list-style-type: none"> - Mr Vart was in the process of obtaining police approval to access certain pertinent information before finalising the report. 	

4	Honorary Secretary’s Report	
4.1	New Member applications—Senior Associate <ul style="list-style-type: none"> - BalCom recommended four Senior Associate applications for approval, one of which was the parent of a Cadet Member. - AG proposed that the following new Senior Associate Membership applications be approved: (i) Ms Rita CHOI Man Wai, (ii) Mr Eric LI Kin Leung, (iii) Ms Jennifer Sony MOSES, and (iv) Mr Justin Vaughn SIMPSON. - The proposal was passed by GenCom. (Resolution #2 per Annex) 	
4.2	New Member applications—Absent Member amnesty <ul style="list-style-type: none"> - A former Club member who left the Club fifteen years ago wished to rejoin under Resolution #7 passed at the May 2024 GMM. - GenCom agreed the tariff to rejoin must be calculated using the historical subscription fees in place during his absence, and that he must prove he was not in Hong Kong during his absence. - AG proposed that former Senior Associate Member Mr Joseph Alexandra VIEIRA (ex-V-039), whose Membership ceased as of 1 September 2009, be reinstated as a Senior Associate Member pursuant to Resolution #7 of the General Meeting of Members on 16 May 2024, pending his satisfactory completion of all requirements specified therein. - The proposal was passed by GenCom. (Resolution #3 per Annex) 	PA
4.3	Review of Excel Media Group—update <ul style="list-style-type: none"> - GovCom would have a draft of the final report ready for the July 2024 GenCom meeting. - All GovCom members had signed an NDA, with the exception of Nigel FRANCIS, who would sign it upon his return to Hong Kong. Only those who had signed an NDA would be party to confidential information. - AG thanked PA for his full cooperation with the investigation. <p><i>Post-meeting note: signed NDA was signed and received from Nigel</i></p>	AG AG/PA

	<i>FRANCIS on 4 July 2024</i>	
4.4	<p>Review of the ban on non-Member Rose TORRANCE—update</p> <ul style="list-style-type: none"> - GovCom reviewed the ban on Ms Torrance and agreed that GenCom had acted properly. - GovCom would issue a statement to GenCom conveying this, and deliver the final report to GenCom before the July 2024 GenCom meeting. 	AG
4.5	<p>Membership Working Group initiatives to attract new Members</p> <ul style="list-style-type: none"> - The working group had established four key initiatives and made good progress. - The membership team at the Club would do its best to contact former Members and see if those who had left Hong Kong were interested in taking up the offer during the amnesty. 	
4.6	<p>Sailability Report</p> <ul style="list-style-type: none"> - Sailability's debt to the Club was now ~HK\$600,000. Another payment would be made in Q2 2024. - It was noted that these repayments were not logged as Club income, but rather would reduce the Club's liabilities on its balance sheet. 	

5	24 Hour Charity Dinghy Race Update	
5.1	<p>Race date</p> <ul style="list-style-type: none"> - The date of the race was confirmed as reverting to the originally planned date of 19-20 October 2024. - SR proposed that (i) the 24 Hour Charity Dinghy Race 2024 be held on or about 19-20 October 2024, and (ii) the cheque presentation ceremony be held later in 2024. - The proposal was passed by GenCom. <p>(Resolution #4 per Annex)</p>	
5.2	<p>Preparation progress report</p> <ul style="list-style-type: none"> - 24HRCom had blacked out dates for the boatyard from 10-22 October 2024. It would see if it could shorten these dates. - This year's event would be carnival-themed. - Other preparations were in progress. 	

6	General Manager's Report	
6.1	<p>New deadline for GenCom meeting reports</p> <ul style="list-style-type: none"> - It was noted that GenCom reports should be submitted at least 48 hours prior to the meeting, as per Committee Handbook 	PA

	<p>guidelines, to allow time for collation, sharing and PPT preparation.</p> <ul style="list-style-type: none"> - AG requested that all new Member interviews be scheduled before this deadline to help facilitate this. 	
6.2	<p>IT update</p> <ul style="list-style-type: none"> - PA proposed further strengthening IT security when Members logged in to the Club website by sending a verification code to their email address. - The option of also having the code sent to their mobile phone was requested by GenCom members. - PA would work with IT to revise the proposal and inform GenCom members of the available options and costs. <p><i>20:03 AG switched to online attendance</i></p>	PA
6.3	<p>Thank you to F&B staff member Chris</p> <ul style="list-style-type: none"> - PA would include a thank you to Chris (F&B) in <i>Hebe Jebes</i>, who was resigning after eighteen years of service at the Club. - PA would ask Chris for his permission to do so. 	PA
6.4	<p>PSWC usage and revenue in Q1 2024</p> <ul style="list-style-type: none"> - PA would report usage and revenue figures for Pak Sha Wan Centre Conference Hall ("PSWC") to GenCom quarterly. - Over 700 people used PSWC for ~132 hours this quarter, but YTD revenue was modest at HK\$10,136. - This greater use of PSWC Conference Hall had freed up the Quarterdeck and Garden Bar, which no longer needed to be used for meetings and/or sail training activities, which also paved the way for generating additional revenue via additional availability of F&B covers. - PA and Rob were reviewing the sailing course refund policy to make it more flexible and appealing to potential students. 	
6.5	<p>Member comments</p> <ul style="list-style-type: none"> - PA outlined a case concerning berthing, which a member had asked to bring to GenCom's attention (see 10.7) 	PA
6.6	<p>Site works (Lift & Garden Bar Annex project)</p> <ul style="list-style-type: none"> - Handover of the site for the lift and Garden Bar Annex works was imminent pending receipt of relevant documentation from the assigned contractor. 	
7	Honorary Treasurer's Report	
7.1	<p>Financial performance for month ended 31 May 2024</p> <ul style="list-style-type: none"> - The Club remained on track with budget, showing a small deficit 	

	<p>of ~HK\$54,000 in May 2024, in addition to making a payment of ~HK\$90,000 for deferred FYE 2024 expenses.</p> <ul style="list-style-type: none"> - PA would continue to closely monitor expenditure and further cut costs, wherever viable. 	
7.2	<p>Profitability of surplus/cost centres</p> <ul style="list-style-type: none"> - DC had spoken with DL about F&B financials, to help F&BCom be better aware of costings and thus continue to make cost-conscious decisions. - It was noted that historically—as now—Marine was the only surplus centre at the Club, and it funded the three other cost centres (Administration, F&B and the Sailing Centre). - DWJ stressed the importance of understanding how event costs and income were allocated to each cost centre, and of not over-simplifying strategies to address operating deficits in any one cost centre. - The Club had a total of 42 parking spots, [with a minimum of 30 required by the Private Recreational Lease (“PRL”)]. OpsCom and management were exploring options to help free up more space for boat storage to help generate additional revenue. 	DWJ/DC
7.3	<p>Total cash generated in FYE 2025</p> <ul style="list-style-type: none"> - The Club was in good shape to achieve its cash mandate this financial year. - DWJ requested the budget be superimposed on the graph in future reports. 	DC

8	Planning and Works Committee Report -- presented by PA	
8.1	<p>Lift, balcony, and clubhouse regularisation and modification project</p> <ul style="list-style-type: none"> - PWC was finalising Tong Kee’s contractual obligations for the lift and negotiating the payment terms for the surety deposit. Construction would begin soon. 	
8.2	<p>Widening of Hiram’s Highway</p> <ul style="list-style-type: none"> - SP would advise GenCom when the resumption letter was sent to the Club, and wait to respond to the Highways Department until after he had determined whether the Club needed more time. - The government had informed the Club that the meeting with the contractor would be postponed by six months. 	SP
8.3	<p>Marina piles repair</p> <ul style="list-style-type: none"> - PWC were analysing designs for an additional submerged guide rail to help provide an additional last line of defence to help hold the pontoon in place and prevent overtopping in extreme tidal surges. - DWJ suggested looking at extending the piles as an alternative 	SP

	option as well.	
8.4	<p>Accessible pontoon ramp</p> <ul style="list-style-type: none"> - The modified ramp now adhered to barrier-free access (BFA) accessibility guidelines. PWC was waiting for final written approval from the Buildings Department ("BD"). 	
8.5	<p>Boatrack safety walkway</p> <ul style="list-style-type: none"> - The original Authorised Person had resigned and PWC was screening new candidates. - SR suggested the Club tell Members that boats on the boatrack must be seaworthy, and remove any unseaworthy boats. PA noted that this strategy would be adopted as soon as all spaces had been filled, and in the meantime, such vessels still helped generate revenue for the Club (whether they were used or not). 	SP/PA
8.6	<p>Lease modification</p> <ul style="list-style-type: none"> - BD was satisfied with the Club's explanation about the movable containers being used for storage onsite. PWC was responding to two final questions from BD. 	
8.7	<p>Environmental Protection Department water pollution license</p> <ul style="list-style-type: none"> - It was noted that the Club must have water quality test results on hand for any potential EPD inspections. - The drains in the boatyard had been inspected and cleaned, and an independent water testing company was testing the effluent accordingly. 	PA
8.8	<p>Other Club license renewals</p> <ul style="list-style-type: none"> - The Club's liquor license had been renewed. - Other Club license renewals were underway. 	
9	Sailing Committee Report	
9.1	<p>Review suggestion to take over the management of a Member's Cornish shrimper—FH</p> <ul style="list-style-type: none"> - SailCom confirmed the Member expected the Club to maintain the boat and provide hardstand for it. This meant the Club would bear the majority of the costs, but revenue was uncertain. - The shrimper currently occupied a mooring meant for a larger boat. OpsCom informed the Member that this did not preserve his right to the mooring. 	
10	Marine Operations and Facilities Committee Report	
10.1	Financial figures for FYE 2025	

	<ul style="list-style-type: none"> - Marine financial performance was healthy. 	
10.2	<p>Manpower shortage</p> <ul style="list-style-type: none"> - The Marine Department was currently facing a manpower shortage. - Replacements had been found for two vacant positions, who would begin work in a month's time. - The Marine Manager would retire in August 2024 and OpsCom recommended hiring an admin staff to take over this role. - There were also two security guard vacancies, which were being actively recruited for. 	
10.3	<p>Interim salary reviews</p> <ul style="list-style-type: none"> - It was noted that some Marine staff salaries were not competitive and the Club was at serious risk of losing key staff. The current headcount was also not enough to keep up with Membership growth. - GenCom advised that it was necessary to act quickly on any solutions. PA would speak to HRCOM and FWG and present a solution at the next GenCom meeting. 	PA
10.4	<p>Suggested amendments to Club bye-laws</p> <ul style="list-style-type: none"> - EL, SP, Francis and Richard had discussed amending bye-laws concerning the sailboat to powerboat ratio. - They did not support approving any more powerboat applications until fewer than 50% of boats at the Club were powerboats. - They also recommended fining boats which had not been driven for more than three months in increments of 10% for each additional month, and would consider rescinding the owner's Membership as a final resort. - SP would draft a proposal and present it to GenCom at a later date. GenCom could continue the discussion via email. 	SP
10.5	<p>Hebe One charter fees</p> <ul style="list-style-type: none"> - OpsCom and some GenCom members felt the fee to charter <i>Hebe One</i> was not competitive and had driven charter numbers down. - EL suggested offering shorter trips at a cheaper price on weekdays. - PA would monitor charter numbers during weekdays and weekends over the coming months, and benchmark charter fees with other clubs. - DWJ suggested OpsCom consider adopting a contribution margin approach when setting fees. DC agreed to review the numbers and advise OpsCom. 	PA DC
10.6	<p>Sailability's concerns over Marine staffing numbers—update</p> <ul style="list-style-type: none"> - PA investigated a recent concern from Sailability that the Club took 1.5 hours to lift their boat. 	

	<ul style="list-style-type: none"> - The Marine Office confirmed it had lifted Sailability's boat a half hour after the office opened, but that Sailability sent the request an hour before the Marine office opened. - Billy would send a written response to Kay RAWBONE. 	PA
10.7	<p>Review of a catamaran's application for a pontoon berth—update</p> <ul style="list-style-type: none"> - A Member asked GenCom to review OpsCom's decision to reject their request for a pontoon berth on the basis it was not suitable for a catamaran. - After reviewing all the pertinent information, GenCom supported OpsCom's decision to reject their application. PA would draft a response to the Member to be issued by Marine. <p><i>Post-meeting note: the issue was resolved and no further action required.</i></p>	PA
10.8	<p>Two-tier vessel pricing scheme</p> <ul style="list-style-type: none"> - OpsCom had implemented a two-tier pricing scheme for large and small boats. - Some Members were under the impression that prices had increased, but actually most Members just had large boats. 	

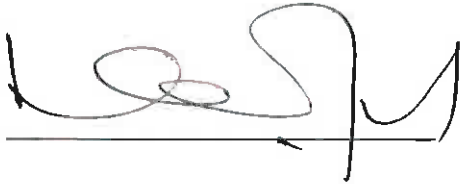
11	Powerboat and Hebe One Committee Report -- presented by PA	
11.1	<p>Hebe One water toys</p> <ul style="list-style-type: none"> - PowerboatCom had ordered water toys for Hebe One to add value to its offerings. - HJ suggested offering the water toys as an optional add-on for an additional price. 	KK
12	Sailing Development Committee Report	
12.1	<p>29er Pathway -- update</p> <ul style="list-style-type: none"> - CB asked for an update on the possibility of having a 29er pathway at the Club. - SDC was still evaluating the idea and would update GenCom at a later date. 	
12.2	<p>Sunset Challenge Hebe Club Nights—update</p> <ul style="list-style-type: none"> - SR pointed out that Sunset Challenge advertising should accurately represent what activities were offered at the event. - Some people opted to buy hamburgers and hotdogs downstairs at a lower price rather than pay more to sit upstairs. - GenCom agreed F&B sales at the event were low compared to the number of attendees. - The Club would combine community sailing into the Sunset Challenge to help further boost attendance and atmosphere. 	HJ

13	Environmental and Social Governance Committee Report	
13.1	<p>New committee members</p> <ul style="list-style-type: none"> - ESGCom had recruited two new members. - CB proposed that the appointments of Ms Janice CHAU Hoi Yan (C-675) and Mr Per Niclas Hagan RYDIN (R-176) as members of the Environmental and Social Governance Committee ("ESGCom") be ratified, subject to their satisfactory interviews with, and onboarding by, the ESGCom Chair Ms Carol BIDDELL (B-2805). - The proposal was passed by GenCom. (Resolution #5 per Annex) 	
13.2	<p>Recycling and rubbish bin labels—update</p> <ul style="list-style-type: none"> - The rubbish bins were in place and people were utilising them better. Revised labels would be put on the bins soon. <p><i>Post-meeting note: Revised labels and new simpler two-type bin system to be introduced wef 1 August with "landfill" bins and "all recyclables" bins being utilised. CB prepared an education piece for Hebe Jebes on this.</i></p>	
14	Food and Beverage Committee Report	
14.1	<p>Updates</p> <ul style="list-style-type: none"> - The Quarterdeck (formerly Inner Restaurant) naming ceremony and craft beer launch on 7 June 2024 was a huge success. DL thanked DWJ for treating all those present to an hour of free flow the Club's new White Sand Ale. - F&BCom would monitor Sunday brunch sales and consider whether to keep brunch or bring back Sunday roast. 	
14.2	<p>F&B finances</p> <ul style="list-style-type: none"> - DC would sit in on the F&BCom meeting in July 2024 to coordinate their efforts with the Finance Working Group. 	
14.3	<p>F&B for upcoming Club events</p> <ul style="list-style-type: none"> - F&BCom would help plan F&B for the 24 Hour Race and Sunset Challenge. 	
14.4	<p>Updates to F&B section of the online Committee Handbook</p> <ul style="list-style-type: none"> - The online version of the Committee Handbook was not up to date. F&BCom would update sections which pertained to F&B. 	

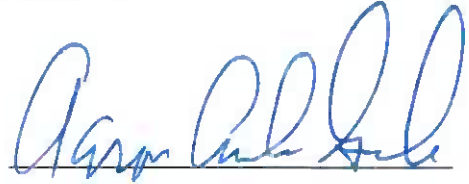
15	Human Resources Committee Report	
15.1	OS&H <ul style="list-style-type: none"> - The Club currently had no Safety Officer. - LTISR had fallen and was within target levels—indicating that severe accidents were very rare at the Club. - LTIFR had risen—indicating that the frequency of accidents (be they minor ones) was still well above target levels. - PA would take measures to try to further reduce the frequency of accidents at the Club. - It was noted that reasonable working hours for staff was also a factor in helping lower accident rates. 	PA
15.2	Staff separations <ul style="list-style-type: none"> - The moving annualised turnover (“MAT”) was still ~20% and work continued to further reduce it. More competitive salaries would also help retain staff. 	
15.3	Staff headcount <ul style="list-style-type: none"> - The Marine department was struggling to handle its workload with its current headcount (see Item 10.3). 	
16	AOB	
16.1	Informal meeting for GenCom and Members—SR <ul style="list-style-type: none"> - SR suggested GenCom hold an informal meeting this summer to help address any Member concerns. - DWJ felt the bar was not the right environment for level-headed discussions, and GenCom had already explained issues clearly both at meetings and when approached privately by Members. 	
16.2	Fishing Group—DWJ <ul style="list-style-type: none"> - MS would hold another fishing event in three months and see if there was any more interest from Members. 	
16.3	Paddling Group—BC <ul style="list-style-type: none"> - Stuart PRYKE was currently in charge of the Paddling Group, but had been unable to take the lead in getting members involved in the Group activities. He had opined that it was inaction from GenCom that had been the cause of limited paddling activities at HHYC. - GenCom noted Members’ desire for Member-led initiatives was often in contradiction with the work they were willing to put in. 	
16.4	Club tour for Hong Kong Children & Youth Services—EL <ul style="list-style-type: none"> - EL would give ten young people from HKCYS a tour of HHYC on 7 	

	July 2024.	
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There being no further business, the meeting closed at 22:10 hrs. The next meeting was scheduled to take place at 19:00 hrs on 25 July 2024.		
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Mr Donald Johnston
Commodore



Mr Aaron Goach
Honorary Secretary

ANNEX

MEETING OF THE GENERAL COMMITTEE HELD ON 27 JUNE 2024

RESOLUTIONS

Resolution #1

THAT the minutes of the meeting of the General Committee held on 30 May 2024 be approved.

Proposer: JL; Seconder: CB

PASSED (For: 9; Absent: 6 (SP, BC, KK, DL, FH, MS))

Resolution #2

THAT the following new Senior Associate Membership applications be approved: (i) Ms Rita CHOI Man Wai, (ii) Mr Eric LI Kin Leung, (iii) Ms Jennifer Sony MOSES, and (iv) Mr Justin Vaughn SIMPSON.

Proposer: AG; Seconder: JL

PASSED (For: 11; Absent: 4 (SP, BC, KK, MS))

Resolution #3

THAT former Senior Associate Member Mr Joseph Alexandra VIEIRA (ex-V-039), whose Membership ceased as of 1 September 2009, be reinstated as a Senior Associate Member pursuant to Resolution #7 of the General Meeting of Members on 16 May 2024, pending his satisfactory completion of all requirements specified therein.

Proposer: AG; Seconder: DWJ

PASSED (For: 11; Absent: 4 (SP, BC, KK, MS))

Resolution #4

THAT (i) the 24 Hour Charity Dinghy Race 2024 be held on or about 19-20 October 2024, and (ii) the cheque presentation ceremony be held later in 2024.

Proposer: SR; Seconder: CB

PASSED (For: 11; Absent: 4 (SP, BC, KK, MS))

Resolution #5

THAT the appointments of Ms Janice CHAU Hoi Yan (C-675) and Mr Per Niclas Hagan RYDIN (R-176) as members of the Environmental and Social Governance Committee ("ESGCom") be ratified, subject to their satisfactory interviews with, and onboarding by, the ESGCom Chair Ms Carol BIDDELL (B-280S).

Proposer: CB; Seconder: SR

PASSED (For: 11; Absent: 4 (SP, BC, KK, MS))

-End-

