

THE HEBE HAVEN YACHT CLUB LIMITED  
Minutes of the Meeting of the General Committee  
held on Thursday 29 August 2024

Present:

Name	Member No.	Acronym	Position
Donald William JOHNSTON	J-048	DWJ	Commodore (in person)
Sonny PAYNE	P-147	SP	Vice Commodore (in person)
Aaron Arthur GOACH	G-164	AG	Honorary Secretary (via MS Teams)
Daniel Yiu Man CHAN	C-353	DC	Honorary Treasurer (via MS Teams)
Bridget Yuk Lin CHAN	C-455	BC	Rear Commodore—Sailing (in person)
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)
John Kam Kuen LO	L-311	KK	Chairperson—Powerboat and <i>Hebe One</i> Committee (via MS Teams)
Carolanne BIDDELL	B-280S	CB	Chairperson—Environmental and Social Committee (in person)
David LAM	L-535	DL	Chairperson—Food and Beverage Committee (via MS Teams)
Joseph Chun Pang LAU	L-282	JL	GenCom Member (in person)
Frances Lee HURLEY	H-272	FH	GenCom Member (via MS Teams)
Clayton YU	Y-142	CY	GenCom Member (via MS Teams)
Apologies:			
Simon Anthony ROBERTSON	R-148	SR	Chairperson—24 Hour Dinghy Race Committee
Michael Kenneth SHARP	S-252	MS	GenCom Member
In Attendance:			
Paul C. ARKWRIGHT		PA	General Manager (in person)
Cali CHEUNG		CC	Executive Assistant (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 six resolutions, details of which are recorded in the attached Annex.

The meeting commenced at 19:37 at HHYC		
No.	Item	Action
1	Conduct of the General Committee Meeting	
1.1	GenCom meeting quorum - With a quorum of GenCom members present (DWJ, SP, AG, DC, BC, HJ, EL, KK, CB, DL, JL, FH, CY) DWJ declared the meeting open.	
2	Approval of minutes	
2.1	- The minutes for the GenCom meeting on 25 July 2024 would be approved by written resolution after this meeting. <i>(Post-meeting note: The minutes were approved on 9 September 2024)</i>	ALL
3	Commodore's Report	
3.1	Subletting of a marina berth by Member X - Following the referral by OpsCom to GenCom of a case involving the subletting of a marina berth by Member X, SP had coordinated with the Marine Office and compiled a chronology of events (with copies of all communications annexed thereto) (the <b>Chronology</b> ) for GenCom's consideration. - GenCom discussed the Chronology. - It was noted that Member X had sold his sailing vessel that was designated to the marina berth under the Berthing Agreement with the Club and had permitted another member to place his motor vessel on the marina berth since November 2023, despite being repeatedly advised by the Marine Office that he was in breach of Section 4, Clause 4.1 of the Berthing Agreement which prohibits members from keeping any vessel other the designated vessel on the berth. - It was further noted that: (i) under Section 2, Clause 4.4 of the Byelaws, the sub-letting of any Club marine facility by a Member is expressly prohibited and that GenCom may withdraw the hiring rights of any member found to be in breach of this Byelaw, and; (ii) Section 2, Clause 10.1 provides that where any pontoon berth allocated to a member remains vacant at any time for more than two months, it may be allocated to the next member on the relevant waiting list unless there are extenuating circumstances. - Following discussion over the appropriate course of action to take following Member X's breach of the Byelaws and the Berthing Agreement, CB proposed that the hiring rights of	ALL  ALL

	<p>Member X in respect of the berth facility be withdrawn as of 31 August 2024.</p> <ul style="list-style-type: none"> <li>- The resolution was passed by GenCom. (Resolution #1 per Annex)</li> </ul> <p><i>20:19 SP, EL, and FH recused themselves from the vote.</i></p> <ul style="list-style-type: none"> <li>- It was further noted that the sub-letting of the berth by Member X had persisted for almost 10 months and that action needed to be taken sooner if future similar cases arise.</li> </ul> <p><i>Post-meeting note: A letter informing Member X of the resolution and the termination of his Berthing Agreement was sent to Member X on 30 August 2024.</i></p>	ALL
3.2	<p>Approval of the business review</p> <ul style="list-style-type: none"> <li>- The business review had been circulated to GenCom and had to be approved at this GenCom meeting to meet the AGM deadline.</li> <li>- PA would give the approved business review to Carol to pass to the auditor on 30 August 2024, then proceed with translation.</li> <li>- DWJ proposed that the Business Review for the financial year ended 31 March 2024 be approved, and that the Commodore be authorised to make such minor amendments (if any) as necessary to finalise the same, and then to sign the relevant page on behalf of the General Committee.</li> <li>- The proposal was passed by GenCom. (Resolution #2 per Annex)</li> </ul> <p><i>Post-meeting note: The Auditor was satisfied with the format and content of the Business Review, which was then passed for translation and inclusion in the Annual Report.</i></p>	PA
3.3	<p>Review mandatory attendance at committee and working group meetings</p> <ol style="list-style-type: none"> <li>1. GenCom recognised that mandatory attendance at all committee and working group meetings was overstretching its respective members and putting strain on support staff. Therefore, it agreed to prioritise which meetings staff must attend.</li> <li>2. PA would adjust the mandatory and optional meeting attendee list for each committee/working group as per GenCom's advice. No resolution was needed.</li> </ol> <p><i>Post-meeting note: management attendance required at Committees and Working Groups</i></p> <ol style="list-style-type: none"> <li>1. <i>Balloting (Jessica, Membership)</i></li> <li>2. <i>Environmental and Social (Davy, Ops)</i></li> <li>3. <i>Finance Working Group (GM, Carol, Accts)</i></li> </ol>	ALL

	<ol style="list-style-type: none"> <li>4. <i>Food and Beverage (Thomas or Marco, F&amp;B)</i></li> <li>5. <i>General Committee (GM)</i></li> <li>6. <i>Governance (no staff required)</i></li> <li>7. <i>Human Resources (GM), (Edmond, Safety Officer - for first section only), (River, HR Manager)</i></li> <li>8. <i>Membership (Jessica, Membership)</i></li> <li>9. <i>Nominations (no staff required)</i></li> <li>10. <i>Operations (Billy &amp; Davy, Ops)</i></li> <li>11. <i>Planning and Works (CY, Project)</i></li> <li>12. <i>Powerboat (Billy &amp; Davy, Ops)</i></li> <li>13. <i>24 Hour Dinghy Charity Race:</i> <ol style="list-style-type: none"> <li>a. <i>Regular meetings (Marvin, PR), (Rob, SC)</i></li> <li>b. <i>Ops meetings (Marvin, PR), (Billy &amp; Davy, Ops), (Thomas &amp; Marco, F&amp;B), (Ben, Maint.), (Edmond, Safety Officer), (Carol, Accts), (Rob, SC), (Zelos, IT), (GM)</i></li> </ol> </li> <li>14. <i>Sailability Steering (GM)</i></li> <li>15. <i>Sailing (Rob &amp; Queenie, SC)</i></li> <li>16. <i>Sailing Development (Rob &amp; Alfred &amp; Lily, SC)</i></li> </ol>	
3.4	<p>Update on the formation of NomCom</p> <ul style="list-style-type: none"> <li>- There were four key deadlines that had to be met: <ul style="list-style-type: none"> <li>26 July 2024 - 19 September 2024 (at least eight weeks prior to AGM): NomCom would garner and vet proposals;</li> <li>3 October 2024 (at least six weeks prior to AGM): NomCom would publish names of its selected candidates for GenCom;</li> <li>24 October 2024 (at least three weeks prior to AGM): Club members would be free to nominate additional candidates for GenCom;</li> <li>31 October 2024 (at least two weeks prior to AGM): a list of all candidates would be published on the Club notice board and website, and a notice issued to Members informing them how to submit proxies.</li> </ul> </li> <li>- The NomCom Chair had come down with COVID. SP and AG would convene an initial meeting with NomCom at an appropriate time and remind them of their duties and the timeline.</li> </ul>	SP/AG
4	Honorary Secretary's Report	
4.1	<p>Calling of the 2024 AGM</p> <ul style="list-style-type: none"> <li>- With an eye to maintaining schedule flexibility during COVID, the resolution calling the 2023 AGM did not specify a date or time; however, GenCom agreed to fix a date and time for the 2024 AGM.</li> <li>- Therefore, AG proposed that, in accordance with Section 610 of the Companies Ordinance (Cap. 622), Laws of Hong Kong, and pursuant to Article 13.1(a) of the Articles of Association of the Club, the Club hold a General Meeting as its Annual General Meeting at 1930hrs on 14 November 2024.</li> <li>- The proposal was passed by GenCom.</li> </ul>	

	(Resolution #3 per Annex)	
4.2	<p>Approval of the Notice of AGM 2024</p> <ul style="list-style-type: none"> <li>- DC confirmed the figures for the “audit of statutory financial statements” and the “audit of ORSO scheme contributions” were correct. He would inform Carol of these figures and ensure they were displayed correctly in the final Notice.</li> <li>- DWJ and AG confirmed that the word “several” in Item 6 of the Notice, which read: “to elect several Officers of the Club and other Members of the General Committee” was correct and should not be altered.</li> <li>- Therefore, AG proposed that the Form of Notice of Annual General Meeting 2024 as shown in the relevant attachment to the minutes of the meeting of the General Committee held on 29 August 2024 be approved.</li> <li>- The proposal was passed by GenCom.</li> </ul> <p>(Resolution #4 per Annex)</p>	DC
4.3	<p>New Member applications - Senior Associate</p> <ul style="list-style-type: none"> <li>- BalCom recommended eight Senior Associate Member applications for approval.</li> <li>- FH proposed that the following persons be elected as Senior Associate Members of the Club: (i) Mr Douglas CHAN Lap Tak, (ii) Mr Franklin CHIU Yat Cheong, (iii) Mr Manuel Tiago Silva Vieira Carmona COUTINHO, (iv) Ms JIN Ailing, (v) Mr Ian Patrick McINTOSH, (vi) Mr Newton NG Yee Kwan, (vii) Ms SUN Dan, and (viii) Dr Victor TAM Tak Yau.</li> <li>- The proposal was passed by GenCom.</li> </ul> <p>(Resolution #5 per Annex)</p>	
4.4	<p>Request for suspension of Membership</p> <ul style="list-style-type: none"> <li>- A Club member has fallen into a coma. His spouse has submitted medical documentation as proof and requested that the member be permitted to go absent. Following decision by GenCom, CB proposed that Mr NG Kwok Chun (N-048) be considered an Absent Member on medical grounds.</li> <li>- The proposal was passed by GenCom. (Resolution #6 per Annex)</li> </ul> <p><i>(Post-meeting note: This was to be effective from 1 August 2024.)</i></p>	
4.5	<p>Request to switch primary Membership and Spouse Membership -- update</p> <ul style="list-style-type: none"> <li>- In October last year, shortly after joining the Club, Member A-143 requested the Club allow her and her husband to switch their Membership categories, so that her husband became the primary Member, and she the Spouse Member—primarily for tax purposes.</li> <li>- As this was not grounds for a membership transfer, PA had offered them the option of a Corporate Membership instead, but they had declined this option.</li> <li>- GenCom decided not to grant their request, as there were no grounds for it in the Articles. The Club would inform A-143 of</li> </ul>	PA

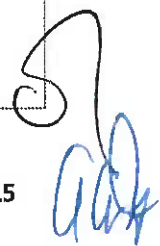
	<p>GenCom's decision.</p> <p><i>Post-meeting note: Membership informed A-143 of the decision on 30/8/2024</i></p>	
4.6	<p>Governance Committee Report</p> <ul style="list-style-type: none"> <li>- There was no meeting this month, and nothing to report.</li> </ul>	
4.7	<p>Membership Working Group Report</p> <ul style="list-style-type: none"> <li>- Ideas from the recent working group meeting were in OneDrive.</li> </ul>	
4.8	<p>Sailability Report</p> <ul style="list-style-type: none"> <li>- The report was taken as read.</li> </ul>	
5	Honorary Treasurer's Report	
5.1	<p>Financial performance for month ended 31 July 2024</p> <ul style="list-style-type: none"> <li>- The Club generated a total of HK\$634,217 in cash this month, of which HK\$457,017 was from operations. While this was slightly under budget, it still showed positive cash flow.</li> </ul>	
5.2	<p>Cash generated from operations April-July 2024</p> <ul style="list-style-type: none"> <li>- Actual revenue was slightly (HK\$1.41 million) below budget, but expenses were under control to help mitigate this.</li> </ul>	
5.3	<p>Adjusted cash mandate for FYE 31 March 2025</p> <ul style="list-style-type: none"> <li>- Following analysis of the YTD actual vs budgeted revenues, the adjusted surplus forecast for FYE 2025 indicated being ~HK\$0.57 million below the budgeted cash mandate. Appropriate cost-control measures were already being taken to help mitigate this.</li> </ul>	
5.4	<p>Overdue debtors (not for release to the general membership)</p> <ul style="list-style-type: none"> <li>- DC would update GenCom at a later date.</li> </ul>	DC
5.5	<p>Financial health of F&amp;B</p> <ul style="list-style-type: none"> <li>- DC met with F&amp;BCom on 2 August 2024 to discuss F&amp;B finances, including the F&amp;B deficit.</li> <li>- After consulting PA, they proposed reducing the Restaurant's hours of operation and reducing the menu to address the deficit. Details would be shared in the F&amp;B Report (Item 6.1 of these minutes).</li> <li>- Some GenCom members noted the Club's F&amp;B operations had operated on a deficit for most of its history and noted it was more appropriate to make decisions based on a more in-depth analysis of historic and YTD figures to look at macro trends rather than month-to-month revenue fluctuations.</li> </ul>	DL/DC

6	Food and Beverage Committee Report	
6.1	<p>F&amp;B deficit</p> <p>Restaurant opening hours</p> <ul style="list-style-type: none"> <li>- Further to Item 5.5 of these minutes, F&amp;BCom noted that Members typically did not use the restaurant until 11:00 a.m on week days, and restaurant and kitchen staff wages represented ~93% of F&amp;B costs.</li> <li>- It was noted that Restaurant and kitchen staff were still finding it challenging to take all their regular days off—due to vacancies still to be filled in F&amp;B.</li> <li>- To reduce staff costs, F&amp;BCom suggested reducing restaurant hours in the morning. PA would work with the F&amp;B Manager to work out the logistics of this.</li> <li>- PA would conduct further research into the number of Members who use the Restaurant between 9.00-10.00 am and 10.00 am – 11.00am on each day of the week. From this then calculate the revenues and expenses to see where savings could be made with minimal impact to service. F&amp;B figures would be analysed for the last six months on a monthly basis, and figures for the last ten years on an annual basis. Then, GenCom could decide whether to open the restaurant at 10:00 or 11:00 in the morning, and on which days of the week</li> </ul> <p>Menu</p> <ul style="list-style-type: none"> <li>- F&amp;BCom also suggested reducing the number of menu items by 20% to reduce costs. F&amp;BCom would look at which dishes to cut and update GenCom next month.</li> </ul>	<p>PA</p> <p>DL</p>
6.2	<p>Sunday Brunch</p> <ul style="list-style-type: none"> <li>- The number of guests at Sunday Brunch increased after reducing the price.</li> </ul>	
6.3	<p>Wok with Hebe <i>dai pai dong</i> event</p> <ul style="list-style-type: none"> <li>- Another <i>dai pai dong</i> dinner would be held on 6 September 2024. A kung fu master would perform at the dinner and teach guests some moves.</li> </ul>	
6.4	<p>Dessert</p> <ul style="list-style-type: none"> <li>- There were two new desserts on the menu: poached peaches in rosemary white wine broth, and caramelised banana crêpes with whipped cream.</li> </ul>	

6.5	<p>Restaurant dress code</p> <ul style="list-style-type: none"> <li>- Some GenCom members questioned whether the Club should implement a dress code in the restaurant, as some patrons routinely wore beach wear and flip flops.</li> <li>- PA and DL would investigate and report back to GenCom next month.</li> </ul>	PA/DL
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7	Planning and Works Committee Report	
7.1	<p>Marina piles repair</p> <ul style="list-style-type: none"> <li>- Tenders had been received and evaluated. The repairs would cost ~HK\$6 million and take ~18 months to complete. PWC was currently enquiring whether the quoted fee included appropriate pile coverings and bracket adjustment.</li> <li>- DWJ noted the Club could afford this fee, and the repairs were necessary to maintain and retain the marina.</li> </ul>	
7.2	<p>Garden Bar annex</p> <ul style="list-style-type: none"> <li>- Work ongoing.</li> </ul>	

8	Sailing Committee Report	
8.1	<p>Recent events</p> <ul style="list-style-type: none"> <li>- Last Saturday was the final race and prize-giving ceremony for the 2024 Typhoon Series. There were ~200 sailors in attendance and the party went very well. The Chris Howarth Memorial Trophy was presented to the Royal Langkawi Yacht Club's Rear Commodore of Sailing.</li> <li>- The Club had hosted races every weekend from June-August 2024. BC thanked the Sailing Centre, staff from all departments, and volunteers for their help.</li> </ul>	
8.2	<p>Upcoming events</p> <p>Port Shelter Regatta (21-22 September 2024)</p> <ul style="list-style-type: none"> <li>- The Club had received HK\$80,000 cash in sponsorship from Ming Hing Waterworks. All six Club J/80s had been chartered for this race. This race was one of the stops in the Guangdong-Hong Kong-Macau-Greater Bay Sailing Competition.</li> </ul> <p>China Cup Regatta (31 October-4 November 2024)</p> <ul style="list-style-type: none"> <li>- No update.</li> </ul> <p>Voyages Club's World Sailing Club Regatta (8-10 November 2024)</p> <ul style="list-style-type: none"> <li>- Voyages Club asked HHYC to support this event by providing overnight parking for DC29s and support boats Friday night to</li> </ul>	





	<p>Saturday morning, as well as a venue and F&amp;B for the prize-giving ceremony (Voyages Club would cover costs). Twenty teams from Hong Kong, mainland China, and overseas would attend.</p> <ul style="list-style-type: none"> <li>- Voyages had their own race committee and HHYC would just be supporting, not co-organising.</li> <li>- Rob confirmed HHYC could accommodate the parking request, and BC would plan the passage race on 9 November as early as possible to minimise the impact on Members.</li> <li>- This event was an opportunity for HHYC to host an international sailing competition and GenCom was in support of the idea.</li> <li>- PA would look at beer sponsorship options, but cautioned the process normally took several months.</li> </ul>	PA
8.3	<p>LCSD "LIE" Subvention for 2024</p> <ul style="list-style-type: none"> <li>- Local International Event (LIE) funding for the 2024 Open Dinghy Regatta and Match Racing Nationals had been approved. BC was working with the Sailing Centre and Finance Department to submit reimbursement forms. As this was the first time the Club received this funding, SailCom was spending it frugally.</li> </ul>	
8.4	<p>Ming Hing Waterworks sponsorship opportunities</p> <ul style="list-style-type: none"> <li>- Corporate Member Ming Hing Waterworks had sponsored the Summer Saturday Series 2024 and had further committed to be the title sponsor for the upcoming Port Shelter Regatta. They were open to further sponsorships in the future and BC was exploring different sponsorship options with them.</li> </ul> <p>21:36 HJ left the meeting</p>	
9	Marine Operations and Facilities Committee Report	
9.1	<p>Marine and carpark figures</p> <ul style="list-style-type: none"> <li>- Finances were healthy aside from needing more carpark revenue.</li> </ul>	
9.2	<p>Powerboat exchanged for sailboat</p> <ul style="list-style-type: none"> <li>- EL noted that a powerboat was recently exchanged for a sailboat at the Club.</li> </ul>	
9.3	<p>Electric sampan factory visit</p> <ul style="list-style-type: none"> <li>- A final factory visit would take place in December 2024, and there would be an interim visit at some point before that. GenCom members were welcome to attend, and EL would notify everyone as to the date and time.</li> </ul>	ALL
10	Powerboat and <i>Hebe One</i> Committee Report	
10.1	<i>Hebe One</i> anchor update	

	- The new anchor had arrived and was installed on <i>Hebe One</i> . It should help make sailing in races smoother.	
11	Sailing Development Committee Report	
11.1	<ul style="list-style-type: none"> <li>- As HJ had left the meeting, the report was taken as read. GenCom raised one point of discussion regarding provision of Honorary Membership for sailors with outstanding achievements.</li> <li>- GenCom agreed that outstanding watersports athletes (including, but not limited to those sailing) could be granted Honorary Memberships.</li> <li>- SDC and SailCom would nominate suitable candidates for approval by GenCom.</li> </ul>	HJ/BC
12	24 Hour Charity Dinghy Race Update	
12.1	<ul style="list-style-type: none"> <li>- St James's Place and Knight Frank had donated HK\$250,000 and HK\$70,000, respectively.</li> <li>- GenCom recognised and appreciated Rob Allen's help in organising this event.</li> <li>- GenCom agreed it would revisit the list of recipient charities for next year's race, to ensure funds were being distributed to where they were most needed.</li> <li>- It was agreed that, in future, charities should be asked to submit the last 3 years' most recent audited annual reports and a statement explaining how the money would be spent to help with the assessment process.</li> </ul>	ALL
13	Environmental and Social Committee Report	
13.1	<p>Solar panels</p> <ul style="list-style-type: none"> <li>- The restaurant roof was not a suitable location for solar panels due to structural issues. EScOm was evaluating other options.</li> </ul>	
13.2	<p>Recycling bins and labels -- update</p> <ul style="list-style-type: none"> <li>- The new simpler two-colour rubbish collection system had been implemented at the Club.</li> <li>- Green bins were now for landfill only (and dirty recyclables)</li> <li>- Red bins were for clean mixed recyclables.</li> <li>- There was another bin just for bottles—as these were collected free of charge—and so would help reduced the mixed recyclable collection fees.</li> </ul>	
13.3	<p>Environmental Protection Department effluent discharge license update</p> <ul style="list-style-type: none"> <li>- Drain interceptors in the boat yard were emptied and more filters</li> </ul>	

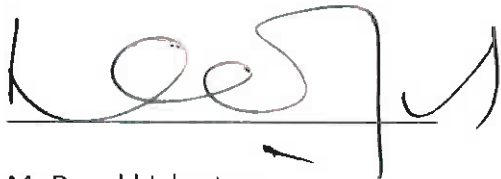
	<p>added to ensure water run-off met environmental standards.</p> <ul style="list-style-type: none"> <li>- Independent water quality retesting was underway to assess the current condition of the discharge from the boatyard area</li> </ul>	
14	General Manager's Report	
14.1	<p>House updates and member feedback</p> <ul style="list-style-type: none"> <li>- Member feedback: PA took action to improve air circulation in the restaurant to help prevent the air conditioning from causing condensation and mould.</li> <li>- 24 Hour Race: food trucks would provide a selection of different foods in the village. HHYC's tent would serve only beverages (alcoholic and non-alcoholic) and simple non-cooked snacks e.g. crisps, bakery items (and possibly pies). All F&amp;B service would close from midnight to 7.00 am. The club Restaurant hours would be as per usual and provide the usual menu.</li> <li>- Lift and Garden Bar project: hoarding now completed.</li> <li>- First trial pit dug – and underground utilities currently being re-routed to allow for the lift foundations to be laid, prior to installing the lift.</li> <li>- It was noted that the scope of works could incur additional cost and DWJ reminded PWC to keep detailed records of all potential Variation Orders and note the contractual deadline to submit an "intent to claim" so that the contractor was not time-barred for legitimate claims.</li> </ul>	SP/PA
14.2	<p>Routine inspections for Club licenses</p> <ul style="list-style-type: none"> <li>- EPD: drains were now clean and new filters installed. Independent re-testing water run-off being conducted to ensure it meets standards.</li> <li>- LD: the Club would demonstrate that containers and tents were moveable.</li> <li>- BD: there were ad hoc work safety inspections for the lift and Garden Bar Annex.</li> <li>- LLB: the Club's liquor license was up-to-date and displayed properly.</li> </ul>	
14.3	<p>MOB incident report update</p> <ul style="list-style-type: none"> <li>- Bob VART's incident report was circulated to GenCom. The report concludes there was no error in how HHYC handled the incident.</li> </ul>	
14.4	<p>Violation of ban by non-Member Rose TORRANCE</p> <ul style="list-style-type: none"> <li>- GenCom had previously banned Ms Torrance from the Club; however, she again flouted the ban to attend the end of Typhoon Series prize-giving ceremony on 24 August 2024. When asked by PA if she knew she was banned, she confirmed that she knew, but refused to leave after PA asked her to.</li> <li>- GenCom agreed the ban must be enforced and gave PA the authority to decide how on the appropriate means to enforce it.</li> </ul>	PA

14.5	<p>Mid-autumn mooncakes</p> <ul style="list-style-type: none"> <li>- Boxes of HHYC mooncakes were available for order by scanning the QR code on the promotional poster.</li> </ul>	
15	Human Resources Committee Report	
15.1	<p>OS&amp;H</p> <ul style="list-style-type: none"> <li>- Lost-time injury frequency rate (LTIFR) still requires significant efforts to reduce it down to the target level. The fact that 10% of staff at the Club had less than a year of experience highlighted the importance of effective induction and training in helping achieve this.</li> </ul> <p>PA noted the new Safety Officer was scheduled to start imminently and that this would provide significant help in reducing the LTIFR rate.</p>	
15.2	<p>Staff separations and appointments</p> <ul style="list-style-type: none"> <li>- HHYC's separation rate was stable ~20%, similar to other clubs (which ranged from 10.5%-21%). PA was aiming to further enhance staff retention and reduce this to ~15.5% (the weighted average of comparable Clubs).</li> </ul>	
15.3	<p>Staff photos</p> <ul style="list-style-type: none"> <li>- The Club was working on adding HOD staff photos to the website.</li> </ul>	
15.4	<p>Full- and part-time employee expenses</p> <ul style="list-style-type: none"> <li>- PTE hours increased slightly this month, mainly in sail training and F&amp;B; however, PTE expenses were still close to budget every month throughout this financial year except in May.</li> </ul>	
15.5	<p>Staff training</p> <ul style="list-style-type: none"> <li>- Staff training was ongoing including HOD training to limit deep cleaning to times when there were no members present, training on the use of the AIA App and RYA certification for certain Sailing Centre staff.</li> </ul>	
15.6	<p>Staff engagement survey 2024</p> <ul style="list-style-type: none"> <li>- The process of the staff survey had begun.</li> </ul>	
15.7	<p>Human Resources Information System update</p> <ul style="list-style-type: none"> <li>- HRIS tenders would be sent out shortly.</li> </ul>	

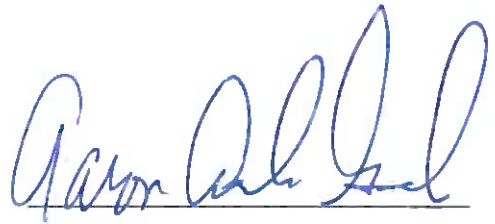
15.8	<p>Group medical insurance renewal 2024-25</p> <ul style="list-style-type: none"> <li>- Group medical insurance was renewed with the HRCOM-agreed service provider—AIA.</li> <li>- AIA conducted two staff seminars on 27-28 August 2024.</li> </ul>	
16	Fishing Group	
16.1	<ul style="list-style-type: none"> <li>- MS was planning another event in September 2024. If Members' response continued to be low, the group would be cancelled.</li> </ul>	
17	Paddling Group	
17.1	<ul style="list-style-type: none"> <li>- This group also had a low response from Members.</li> </ul>	
18	AOB	
18.1	<p>Meeting minutes circulation time—EL</p> <ul style="list-style-type: none"> <li>- It was discussed if GenCom meeting minutes could be circulated sooner, so details were fresher in members' minds when reviewing it.</li> <li>- KT and PA would work to finish the minutes sooner and make them shorter. DWJ noted that August was a particularly busy month—with both <i>Hebe Jebes</i> and the Annual Report requiring writing, editing and translation.</li> <li>- DWJ also asked GenCom members to submit their reports on time to help expedite this process.</li> </ul>	<p>PA</p> <p>ALL</p>
18.2	<p>Guidance for the length of bans and other penalties—FH</p> <ul style="list-style-type: none"> <li>- FH had complied guidelines on bans and penalties for those who contravened club bye laws.</li> <li>- DWJ would ask GenCom next month for their suggestions about setting clearer guidance for the length of bans and other penalties. <i>(Post-meeting note: An email was sent to GenCom on 6 September 2024 seeking initial comments by 20 September 2024.)</i></li> </ul>	ALL
18.3	<p>Ratio of sailing and power vessels—EL</p> <ul style="list-style-type: none"> <li>- EL asked whether further follow-up was needed on Nigel FRANCIS's email regarding the ratio of sailing to power vessels.</li> <li>- SP confirmed that there was no follow up as the working group had separately concluded that it was neither fair nor appropriate to give priority to sailboats on the waiting list or take facilities back from current power boat owners.</li> </ul>	

	- The immediate focus would be on addressing the issue of derelict and unused boats occupying the Club's facilities to help those on the waiting list get a facility (who were willing to use their vessel and hence the Club).	
18.4	GenCom meeting length—DWJ - DWJ observed GenCom that had the meeting started at 7:00 pm it would have finished at 09:45 pm.	

There being no further business, the meeting closed at 22:24 hrs.  
The next meeting was scheduled to take place at 19:00 hrs on 26 September 2024.



Mr Donald Johnston  
Commodore



Mr Aaron Goach  
Honorary Secretary



ANNEX

MEETING OF THE GENERAL COMMITTEE HELD ON 29 AUGUST 2024

RESOLUTIONS

Resolution #1

THAT the hiring rights of Member X in respect of Berth Facility S13 be withdrawn as of 31 August 2024.

Proposer: CB; Seconder: AG

PASSED (For: 9; Recuse: 3 (SP, EL, FH); Abstain: 1 (DL); Absent: 2 (SR, MS))

Resolution #2

THAT the Business Review for the financial year ended 31 March 2024 be approved, and that the Commodore be authorised to make such minor amendments (if any) as necessary to finalise the same, and then to sign the relevant page on behalf of the General Committee.

Proposer: DWJ; Seconder: SP

PASSED (For: 13; Absent: 2 (SR, MS))

Resolution #3

THAT, in accordance with Section 610 of the Companies Ordinance (Cap. 622), Laws of Hong Kong, and pursuant to Article 13.1(a) of the Articles of Association of the Club, the Club hold a General Meeting as its Annual General Meeting at 1930hrs on 14 November 2024.

Proposer: AG; Seconder: CB

PASSED (For: 13; Absent: 2 (SR, MS))

Resolution #4

THAT the Form of Notice of Annual General Meeting 2024 as shown in the relevant attachment to the minutes of the meeting of the General Committee held on 29 August 2024 be approved.

Proposer: AG; Seconder: FH

PASSED (For: 13; Absent: 2 (SR, MS))

Resolution #5

THAT the following persons be elected as Senior Associate Members of the Club: (i) Mr Douglas CHAN Lap Tak, (ii) Mr Franklin CHIU Yat Cheong, (iii) Mr Manuel Tiago Silva Vieira Carmona COUTINHO, (iv) Ms JIN Ailing, (v) Mr Ian Patrick McINTOSH, (vi) Mr Newton NG Yee Kwan, (vii) Ms SUN Dan, and (viii) Dr Victor TAM Tak Yau.

Proposer: FH; Seconder: BC

PASSED (For: 13; Absent: 2 (SR, MS))

Resolution #6

THAT Mr NG Kwok Chun (N-048) be considered an Absent Member on medical grounds.

Proposer: CB; Seconder: BC

PASSED (For: 12; Abstain: 1 (AG); Absent: 2 (SR, MS))

-End-

