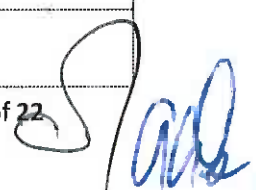


**THE HEBE HAVEN YACHT CLUB LIMITED**  
**Minutes of the Meeting of the General Committee**  
**held on Thursday 25 July 2024**

**Present:**

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

The meeting commenced at 19:03 at HHYC		
No.	Item	Action
1	<b>Conduct of the General Committee Meeting</b>	
1.1	<b>GenCom meeting quorum</b> <ul style="list-style-type: none"> <li>- A quorum of GenCom members were present (DWJ, AG, DC, BC, KK, CB, DL, JL, CY, MS), so DWJ declared the meeting open.</li> </ul>	
2	<b>Approval of minutes</b>	
2.1	<b>GenCom meeting on 25 April 2024</b> <ul style="list-style-type: none"> <li>- It was noted that some Members did not agree with wording in Item 6.4 of the 25 April 2024 GenCom Meeting Minutes which referred to HHYC as "a sailing club".</li> <li>- GenCom deferred discussing whether it was necessary to amend Item 6.4 of the 25 April 2024 GenCom Meeting Minutes.</li> </ul>	
2.2	<b>GenCom meeting on 30 May 2024</b> <ul style="list-style-type: none"> <li>- MS proposed that the typographical erratum in Item No. 8.3 of the Minutes of the Meeting of the General Committee held on 30 May 2024 be struck and replaced with: "Request to place a catamaran on a Marina berth that is not designated for catamarans: (i) A Member who reached the top of the Marina berth waiting list has requested permission to place a motor catamaran on the 15 m berth that was offered to him/her; (ii) OpsCom intends to reject the Member's request on the basis that the berth is neither designated nor suitable for a large multi-hull vessel."</li> <li>- The proposal was passed by GenCom. (Resolution #1 per Annex [A])</li> </ul> <p>19:07 SP joined the meeting</p>	
2.3	<b>GenCom meeting on 27 June 2024</b> <ul style="list-style-type: none"> <li>- The minutes of the GenCom meeting on 27 June 2024 were approved. (Resolution #2 per Annex [A])</li> </ul>	
3	<b>Commodore's Report</b>	
3.1	<b>Timelines for AGM and booklet</b> <ul style="list-style-type: none"> <li>- Timelines for the AGM would be circulated soon.</li> <li>- Report drafts must be finished by the end of July 2024.</li> </ul>	

	<ul style="list-style-type: none"> <li>- The business review had been drafted and would be approved in August 2024.</li> <li>- The finished booklet must be printed by mid-September 2024 and mailed to Members at least four weeks before the AGM. All Members would receive an email allowing them to choose to receive a soft copy of the booklet.</li> </ul>	
<p>3.2</p>	<p><b>Approval of the audited annual financial report</b></p> <ul style="list-style-type: none"> <li>- The audited annual financial report had been circulated to GenCom. The auditor, DWJ, SP, AG, DC, and Carol from Accounting had reviewed the annual report and found it satisfactory.</li> <li>- Therefore, JL proposed that the Audited Financial Statements for the Financial Year Ended 31 March 2024 be approved, and that the Commodore, the Vice Commodore, the Honorary Secretary and the Honorary Treasurer be authorized to make such minor amendments (if any) as necessary to finalise the Audited Financial Statements and General Committee Report of the Club for the Financial Year Ended 31 March 2024, and then sign the relevant pages on behalf of the General Committee.</li> <li>- The proposal was approved by GenCom. (Resolution #3 per Annex [A])</li> <li>- DC then proposed that the Commodore be authorised to sign the Letter of Representation to Wong Brothers CPA Limited for and on behalf of the General Committee in connection with the Audit of the Club’s Financial Statements for the Financial Year Ended 31 March 2024.</li> <li>- The proposal was approved by GenCom. (Resolution #4 per Annex [A])</li> <li>- PA would ask Carol to notify the auditor that the annual report was approved.</li> </ul> <p><i>19:14 DWJ, SP, AG, and DC recused themselves, then rejoined the meeting.</i></p> <p><i>19:16 DWJ recused himself again, then rejoined the meeting.</i></p>	<p>PA</p>
<p>3.3</p>	<p><b>Definition of “other Club Committee(s)” in Article 17.1(a)</b></p> <ul style="list-style-type: none"> <li>- To join NomCom, nominees must have served on a club committee. For clarity’s sake, the phrase “other Club Committee(s)” in Article 17.1(a) should include the various new committees created since the last AGM, in addition to all other committees.</li> <li>- AG proposed that the Food and Beverage Committee, Governance Committee, Finance Working Group, Membership Working Group and, for the avoidance of doubt, any and all other Committees, Subcommittees, Working Groups and the like, identified in the current version of the Committee Handbook of the Club, be designated as “other Club Committee(s) as may be approved for this purpose by the General Committee” for the purposes of Article</li> </ul>	

	<p>17.1(a) of the Articles of Association of the Club.</p> <ul style="list-style-type: none"> <li>- The proposal was approved by GenCom.</li> </ul> <p>(Resolution #5 per Annex [A])</p>	
3.4	<p><b>Approval of the formation of NomCom and appointment of the NomCom chair</b></p> <ul style="list-style-type: none"> <li>- DWJ and AG presented CVs of all NomCom nominees to GenCom. All nominees fulfilled the relevant stipulations in the Articles and had been subject to due diligence.</li> <li>- PA would inform all NomCom members on 26 July 2024 that they had been officially appointed to NomCom, and AG and SP would brief the chair of NomCom on the obligations and constraints of his role.</li> <li>- AG proposed that (i) Donovan Mark CHOW (C-521), (ii) Sirena PETTIT (P-200), (iii) Kay RAWBONE (R-168S), (iv) John WRIGHT (W-179), and (v) Michael VAN OMMEREN (V-062) be appointed as the Nominating Committee 2024 under Article 17.1(a) of the Articles of Association of the Club.</li> <li>- The proposal was approved by GenCom.</li> </ul> <p>(Resolution #6 per Annex [A])</p> <ul style="list-style-type: none"> <li>- AG then proposed that John WRIGHT (W-179) be appointed as Chairman of the Nominating Committee 2024 under Article 17.1(a) of the Articles of Association of the Club.</li> <li>- The proposal was approved by GenCom.</li> </ul> <p>(Resolution #7 per Annex [A])</p>	PA/AG/SP
3.5	<p><b>Call for suggestions for awardees</b></p> <ul style="list-style-type: none"> <li>- GenCom members should inform DWJ of their suggestions for potential recipients of special awards, the Vice Commodore's Cup and the Commodore's Cup.</li> </ul>	ALL
3.6	<p><b>Review whether to seek new Life Members</b></p> <ul style="list-style-type: none"> <li>- GenCom agreed they would not seek new Life Members this year. DL and AG confirmed this was legally acceptable.</li> </ul>	
3.7	<p><b>Positions to be vacated under the AoA</b></p> <ul style="list-style-type: none"> <li>- The following positions would be declared vacant under the AoA: <ul style="list-style-type: none"> <li>Officers: <ul style="list-style-type: none"> <li>Commodore—currently held by DWJ</li> <li>Vice Commodore—currently held by SP</li> <li>Honorary Secretary—currently held by AG</li> </ul> </li> <li>Group A GenCom Members: <ul style="list-style-type: none"> <li>JL, KK, MS, CY.</li> </ul> </li> </ul> </li> <li>- DWJ and MS stated they would not be standing for re-election.</li> <li>- NomCom would interview all other GenCom members up for re-election to see if they wished to stand again.</li> </ul>	

3.8	<p><b>ESCom and GovCom</b></p> <ul style="list-style-type: none"> <li>- ESGCom had been operating as two separate committees with separate functions: the Governance Committee which handled Club compliance, and the Environmental and Social Committee which handled Club sustainability. This arrangement was reflected in this year's Business Review.</li> <li>- GenCom noted this arrangement was working well and agreed to continue with this working arrangement of ESCom and GovCom continuing to operate as separate committees.</li> </ul>	
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4	<b>Honorary Secretary's Report</b>	
4.1	<p><b>New Member applications—Senior Associate</b></p> <ul style="list-style-type: none"> <li>- BalCom recommended one Senior Associate application for approval.</li> <li>- BC proposed that Mr LIU Wu Yang be elected as a Senior Associate Member of the Club.</li> <li>- The proposal was passed by GenCom. (Resolution #8 per Annex [A])</li> </ul>	
4.2	<p><b>New Member applications—Full Member</b></p> <ul style="list-style-type: none"> <li>- BalCom recommended one Full Member application for approval.</li> <li>- PA would inform Jessica of CY's new membership status.</li> <li>- AG proposed that the Application for Conversion to Full Membership of Senior Associate Member Mr Clayton YU (Y-142) be approved.</li> <li>- The proposal was passed by GenCom. (Resolution #9 per Annex [A])</li> </ul> <p><i>19:45 CY recused himself, then rejoined the meeting.</i></p>	PA
4.3	<p><b>New Member applications—Honorary Member</b></p> <ul style="list-style-type: none"> <li>- BalCom recommended one Honorary Member application for approval.</li> <li>- AG proposed that the new Aberdeen Boat Club General Manager Mr Robin SHERCHAN be elected as an Honorary Member of the Club for a period not exceeding one (1) year.</li> <li>- The proposal was passed by GenCom. (Resolution #10 per Annex [A])</li> </ul>	
4.4	<p><b>Review of the ban on non-Member Rose TORRANCE—update</b></p> <ul style="list-style-type: none"> <li>- Following an exhaustive review of all relevant evidence, GovCom issued a final report to GenCom which found the following:             <ol style="list-style-type: none"> <li>1. GovCom shall not, and must not, establish a general principle of "judicial review", i.e. the arrogation of an "appellate power" by GovCom, in respect of regular GenCom decisions;</li> </ol> </li> </ul>	

	<p>2. Any referral to GovCom by GenCom of any of its Resolutions improperly diminished the authority of GenCom;</p> <p>3. GenCom was a constitutionally elected body, so any regular GenCom Resolution should stand until reversal by GenCom itself; and</p> <p>4. The Resolution to ban Rose Torrance was returned to GenCom with no action or alteration.</p> <ul style="list-style-type: none"> <li>- Going forward, GovCom recommended GenCom look into setting clearer guidance for the length of bans and other penalties.</li> <li>- DWJ and GovCom would draft a response to Ms Torrance and Mark ASHTON to address their comments and help bring a close to the matter. The response would not be sent to the general Membership.</li> <li>- SP proposed that the Governance Committee Report No. 1 to the General Committee of today's date be adopted and accepted by the Club.</li> <li>- The proposal was passed by GenCom.</li> </ul> <p>(Resolution #11 per Annex [A])</p> <p><i>19:59 AG, DC, DL, and MS recused themselves, then rejoined the meeting.</i></p>	<p>ALL DWJ/SP/AG</p>
<p>4.5</p>	<p><b>Review of the liquidation of Excel Media Group—update</b></p> <ul style="list-style-type: none"> <li>- GovCom also conducted an exhaustive review of the General Manager's business activities and outside interests for the last five years, the level of scrutiny of which was on par with a tax audit.</li> <li>- AG noted that PA was highly cooperative throughout the investigation.</li> <li>- GovCom's final report found the following: <ul style="list-style-type: none"> <li>1. There was no conflict of interest or unfair advantage in relation to PA becoming GM of HHYC and having previous directorship of Excel Media Group Limited. Excel Media Group Limited was registered at G3-G5 PSWC from 3 August 2020, which was long before HHYC assumed the address.</li> <li>2. By some oversight, PA had failed to remove previous online advertising and registration at the Companies Registry that linked Excel Media Group Limited to its previous address at G3-G5 PSWC. This fact did not appear to have had any materially significant impact on his management of HHYC.</li> </ul> </li> <li>- Going forward, PA would remove all links between Excel Media Group Limited and G3-G5 PSWC and secure a new address with no connection to HHYC, as per GovCom's recommendation.</li> <li>- SP proposed that the Governance Committee Report No. 2 to the General Committee of today's date be adopted and accepted by the Club.</li> <li>- The proposal was passed by GenCom.</li> </ul> <p>(Resolution #12 per Annex [A])</p> <p><i>20:04 SR joined the meeting.</i>  <i>20:05 AG, DC, DL, and MS recused themselves, then rejoined the meeting.</i>  <i>Post-meeting note: the company address has been updated with</i></p>	<p>PA AG</p>

	<i>Companies Registry and all links online showing the previous address for the company have been updated.</i>	
4.6	<b>Membership Working Group Report</b> <ul style="list-style-type: none"> <li>- No meeting this month. Work was ongoing, and a report would be given to GenCom next month.</li> </ul>	
4.7	<b>Sailability Report</b> <ul style="list-style-type: none"> <li>- The report was taken as read.</li> </ul>	
4.8	<b>Proposed changes to 'Change of Craft' Bye-laws</b> <ul style="list-style-type: none"> <li>- SP and AG presented proposed changes to Clauses 7.2 and 7.3 (Change of Craft) of "Section 2—Moorings, Berths and Hardstanding" of the Bye-laws of the Club.</li> <li>- It was agreed neither fair nor in line with the Articles to give priority to sailboats on the waiting list. Instead, the Club would look into the matter in more detail and consider whether the proposed ratio of sailboats and motorboats could/should be applied to different mooring sizes before voting on this resolution.</li> </ul>	SP/AG
4.9	<b>Proposed changes to Derelict Craft Bye-laws</b> <ul style="list-style-type: none"> <li>- SP and AG presented proposed changes to Clauses 11.1 and 11.2 (Derelict Craft) of "Section 2 - Moorings, Berths and Hardstanding" of the Bye-laws of the Club, wherein surcharges would be implemented on boats which were derelict and not regularly used.</li> <li>- The proposed changes would give the Club the power to address the issue of derelict boats and those not regularly used. Going forward, GenCom would give further thought to the specific parameters it would use to interpret the terms "used" and "seaworthy/in disrepair".</li> <li>- SP confirmed the Bye-laws would supersede terms pertaining to derelict craft in Members' contracts with the Club.</li> <li>- The Club had already compiled a list of derelict boats and those not regularly sailed.</li> <li>- BC proposed that Clauses 11.1 and 11.2 (Derelict Craft) of "Section 2 - Moorings, Berths and Hardstanding" of the Bye-Laws of the Club as printed July 2023 be revised as per Annex [B] to the Minutes of the General Committee Meeting of today's date, effective immediately.</li> <li>- The proposal was passed by GenCom. (Resolution #13 per Annex [A])</li> </ul>	SP/AG  ALL
4.10	<b>Proposed changes to the Confidentiality Agreement for Committee Members</b> <ul style="list-style-type: none"> <li>- Certain changes were proposed to the Confidentiality Agreement for Committee Members which balanced Club members' desire for greater transparency with considerations for the Club's legal exposure.</li> </ul>	

	<ul style="list-style-type: none"> <li>- The new Agreement defined "Confidential Information" as:             <ol style="list-style-type: none"> <li>1. Personal information of members and staff;</li> <li>2. Staff employment contracts (including salaries);</li> <li>3. Accounting and financial information of HHYC;</li> <li>4. Disciplinary investigations/proceedings undertaken by HHYC; and</li> <li>5. Any other information that GenCom (or a Sub-Committee chair) may, from time to time, designate as being confidential.</li> </ol> </li> <li>- The new Agreement was for members of all Club committees, not just GenCom, and all committee members must sign it, preferably by hand rather than e-signature.</li> <li>- DWJ thanked SP and AG for drafting most of this meeting's resolutions.</li> <li>- SP proposed that the form of Confidentiality Agreement for Committee Members attached as Appendix I to the Committee Handbook of the Club be struck and replaced with the new form attached as Appendix I to the Minutes of the General Committee Meeting of today's date, effective immediately.</li> <li>- The proposal was passed by GenCom. (Resolution #14 per Annex [A])</li> </ul>	ALL
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5	<b>Honorary Treasurer's Report</b>	
5.1	<b>Financial performance for month ended 30 June 2024</b> <ul style="list-style-type: none"> <li>- The Club generated a total of HK\$775,982 in cash this month, of which, HK\$600,682 was generated from operations (after applying adjustments under HKFRS 16) and HK\$175,300 was generated from the building levy. Before applying adjustments under HKFRS 16, cash from operations was HK\$203,988.</li> <li>- This indicated the Club had positive cash flow and was in a good position. DWJ congratulated management on achieving this number.</li> </ul>	
5.2	<b>Adjusted cash mandate for FYE 31 March 2025</b> <ul style="list-style-type: none"> <li>- After applying adjustments under HKFRS 16, the cash mandate for FYE 2025 was HK\$5.71 million.</li> <li>- The Club was on track to achieve this target, provided forecast revenue and expenses remained under control.</li> </ul>	
5.3	<b>Overdue debtors (not for release to the general membership)</b>  <b>Mr HOWARTH, Christopher D. (H-138)</b> <ul style="list-style-type: none"> <li>- Mr Howarth passed away on 29 August 2023. The Hong Kong, China Waterski Association would settle his outstanding fees (HK\$11,326) by 31 July 2024. DC would update GenCom once the fees were paid.</li> <li>- AG would do due diligence as to whether Mr Howarth's (executor's) account could be transferred to the Waterski Association, and what the appropriate membership category</li> </ul>	<p style="text-align: center;">DC</p> <p style="text-align: center;">AG</p>



	<p>would be. He would report his findings at the next GenCom meeting.</p> <p><i>Post-meeting note: words of remembrance were orated for Mr HOWARTH immediately prior to the Typhoon Series Prize-giving gathering after the last race of the season. Around 150 sailors were in attendance.</i></p>	
5.4	<p><b>Overdue debtor—Mr LEUNG, Man Keung Kenneth (L-208)</b></p> <ul style="list-style-type: none"> <li>- Mr Leung was expected to settle the outstanding balance on his account (HK\$4,000) by 31 July 2024.</li> </ul>	
5.5	<p><b>Finance Working Group meeting—key takeaways</b></p> <ul style="list-style-type: none"> <li>- Following its review of Q1 departmental financial performance, FWG had the following suggestions for management in order to achieve the FYE 2025 target operating cash surplus: <ul style="list-style-type: none"> <li>• Produce a report listing the top 20 budget variances and explanations for them;</li> <li>• Periodically reassess whether the forecast for remaining quarters was realistic;</li> <li>• Proactively take corrective action whenever necessary; and</li> <li>• Promote accountability of budget holders through fair internal cost allocation. This would require some time.</li> </ul> </li> <li>- DC noted that an Excel formula error had been corrected, and FWG had already responded to Mark ASHTON, who spotted the error.</li> </ul> <p><i>Post-meeting note: Key variances against budget are now being highlighted in the reporting process. HODs are now also highlighting key variances against budget (positive and negative) in their cost centre(s) with relevant explanations.</i></p>	PA

<b>6 Planning and Works Committee Report</b>		
6.1	<p><b>Lease modification</b></p> <ul style="list-style-type: none"> <li>- In progress. Informal approval expected in October 2024.</li> <li>- SP would notify GenCom if the Valuation Section of LD may delay the process and/or if they gave any indication of what the sum requested might be.</li> </ul>	SP
6.2	<p><b>Widening of Hiram's Highway</b></p> <ul style="list-style-type: none"> <li>- The timeline for this project had been delayed by the Government and potential start date would be confirmed by the Highways Department at a later date.</li> </ul>	
6.3	<p><b>Garden Bar Annex—variation to Buro Happold's service agreement</b></p> <ul style="list-style-type: none"> <li>- During the detailed design investigation stage, it was discovered that, in addition to other irregularities, the existing balcony was higher than it was in the design drawings.</li> </ul>	

	<ul style="list-style-type: none"> <li>- HK\$400,000 had already been budgeted for FYE 2025 to cover any further structural engineering analysis work necessary to get BD's approval for the Garden Bar Annex.</li> <li>- Buro Happold had given PWC a quote for this work which was within budget and market rate. Giving Buro Happold the tender was also significantly more practical than to other tenders, as Buro Happold already had a deep understanding of the history behind and the current complexities of the Garden Bar Annex project.</li> <li>- The authorised person and registered structural engineer would certify to BD that the existing balcony was structurally sound despite the discrepancies with the design drawings. This was more cost-effective than demolishing and rebuilding the balcony, and should satisfy BD.</li> <li>- SP proposed that the quotation of Buro Happold International (Hong Kong) Limited ("Buro Happold") in the total fixed fee amount of HK\$395,000 to provide structural engineering services to rectify the irregularities in the general building plans for the existing Clubhouse and Garden Bar Annex be accepted and instructed as a variation to Buro Happold's existing Service Agreement dated 6 August 2021.</li> <li>- The proposal was passed by GenCom. (Resolution #15 per Annex [A])</li> </ul>	
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<b>7</b>	<b>Sailing Committee Report</b>	
7.1	<p><b>Current events—Typhoon Series and Summer Saturday Series</b></p> <ul style="list-style-type: none"> <li>- There were fewer sailors at this summer's Typhoon Series and Summer Saturday Series, as was the case for sail training and summer camp. This was likely due to sailors being on holidays.</li> <li>- However, there was an increasing number of sailors attending prize giving ceremonies.</li> <li>- SailCom requested management and F&amp;BCom proactively look for more ways to generate revenue from sailors during events.</li> <li>- PA noted the Garden Bar was now open earlier on regatta days. PA and F&amp;BCom would inform sailors of race day menus and offers, such as being able to use their Octopus and purchase food upstairs.</li> <li>- BC noted only ~18 of the 76 boats that participated at the event were from HHYC.</li> </ul>	<p>PA/DL</p> <p>PA/DL</p>
7.2	<p><b>Port Shelter Regatta (21 &amp; 22 Sept 2024)</b></p> <ul style="list-style-type: none"> <li>- The regatta had been officially recognised by HKSF as a national event and was one of the stops in the Guangdong-Hong Kong-Macau-Greater Bay Sailing Competition.</li> <li>- AG suggested all expats apply for a Mainland Travel Permit. This would make it easier for them to participate in cross-border events and promote HHYC on the mainland.</li> </ul>	<p>ALL</p>

7.3	<p><b>Live stream of HHYC sailors at the 2024 Olympic Games</b></p> <ul style="list-style-type: none"> <li>- PR and the Sailing Centre were encouraging Members to come to the Club to watch a livestream of HHYC junior sailors competing in the Olympics. In addition to the Garden Bar screen, a new screen had been installed in the clubhouse Restaurant.</li> </ul>	ALL
7.4	<p><b>Voyage Club's World Sailing Club Regatta</b></p> <ul style="list-style-type: none"> <li>- BC would meet with the club and get more details about the event.</li> </ul>	BC
7.5	<p><b>LCSD Subvention in FYE 2025 and 2026</b></p> <ul style="list-style-type: none"> <li>- LIE funding had been approved for the 2024-25 Open Dinghy Regatta and Match Racing Nationals. SailCom anticipated it would receive the funding in November 2024.</li> <li>- HHYC received an invitation from HKSF to apply for LCSD Subvention for 2025-26. The Club was in the process of applying for LIE funding for the 2025-26 Open Dinghy Regatta and Match Racing Nationals, as the Women's Sailing Festival generated enough money on its own.</li> </ul>	
7.6	<p><b>Honorary Membership for sailors with outstanding achievements</b></p> <ul style="list-style-type: none"> <li>- RHKYC recently granted honorary membership to two Olympic sailors and offered free memberships to young sailors as a promotion.</li> <li>- The Membership Committee would consider implementing a similar strategy at HHYC to attract new Members, as well as a racing Membership.</li> <li>- MemCom would also look at finding a videographer to take exciting videos of young sailors on the water. The videos could be shared on social media.</li> </ul>	AG  AG
7.7	<p><b>Racing Rules of Sailing 2025-28</b></p> <ul style="list-style-type: none"> <li>- The Racing Rules of Sailing 2025-28 had been published. Carl WILKINSON would update the Club's Standard Sailing Instructions so they adhered to the new rules.</li> <li>- Printing would be done in house this year.</li> </ul>	
7.8	<p><b>Non-Member charters of <i>Hebe One</i></b> -- update by PA</p> <ul style="list-style-type: none"> <li>- PA, Accounting, the Sailing Centre and the insurance provider were discussing how to handle indemnity and avoid the need for a HK\$10,000 deposit for non-Member charters.</li> </ul>	

8	<b>Marine Operations and Facilities Committee Report</b>	
8.1	- The report was taken as read.	

9	<b>Powerboat and <i>Hebe One</i> Committee Report</b>	
9.1	<b><i>Hebe One</i> engine starter and alternator</b> <ul style="list-style-type: none"> <li>- A spare engine starter and alternator were purchased for <i>Hebe One</i> in case emergency maintenance was required, as the current ones had been in use for five years.</li> </ul>	
9.2	<b><i>Hebe One</i> booking and cancellation</b> <ul style="list-style-type: none"> <li>- PowerboatCom would implement two changes to the booking and cancellation policy for <i>Hebe One</i>: <ol style="list-style-type: none"> <li>1. The free cancellation deadline would change from seven days to 14 days, so the Club had more time to find someone else to book the boat if the original booking fell through (as was frequently the case); and</li> <li>2. Members could only book <i>Hebe One</i> a maximum of three months in advance, so the boat was not always booked by the same Member(s).</li> </ol> </li> <li>- BC suggested changing the cancellation deadline to 30 days in peak season, and blacklisting Members who made frequent cancellations.</li> <li>- KK would discuss these two suggestions at the next PowerboatCom meeting.</li> </ul>	KK
10	<b>Sailing Development Committee Report</b>	
10.1	<p>The report was taken as read.</p> <p><b>HHYC sailors competing in the 2024 Olympics</b></p> <ul style="list-style-type: none"> <li>- AG extended congratulations to all HHYC sailors competing in the Olympics this year, one of whom was CB's son.</li> </ul>	
11	<b>24 Hour Charity Dinghy Race Update</b>	
11.1	<ul style="list-style-type: none"> <li>- Knight Frank had agreed to contribute HK\$75,000 in sponsorship.</li> <li>- Preparations were going smoothly.</li> <li>- The committee was looking for more volunteers and sailors to participate. The race entry form and event information were accessible via the QR code on the promotional poster.</li> </ul>	
12	<b>Environmental and Social Governance Committee Report</b>	
12.1	<b>Approval of a new member of ESGCom</b> <ul style="list-style-type: none"> <li>- CB proposed that the appointment of Mr Peter SIU Tsz Fuk (S-378) as a member of the Environmental and Social Governance Committee ("ESGCom") be ratified, subject to his satisfactory interview with, and onboarding by, the ESGCom Chair Ms Carol BIDDELL (B-280S).</li> </ul>	

	<ul style="list-style-type: none"> <li>- The proposal was approved by GenCom. (Resolution #16 per Annex [A])</li> </ul>	
12.2	<p><b>Recycling bins and labels -- update</b></p> <ul style="list-style-type: none"> <li>- There were now two types of recycling bins at the Club, Red ones for "clean" recyclables and Green ones for dirty recyclables &amp; landfill, as well as the usual containers for oil wastes in the boatyard.</li> <li>- CB clarified that a small amount of residue on clean recyclables was acceptable.</li> <li>- ESGCom would ensure the toxic waste bin was better labelled.</li> <li>- A third-party recycler would sort and process the contents of the bins.</li> </ul>	CB/PA
13	<b>General Manager's Report</b>	
13.1	<p><b>General updates</b></p> <ul style="list-style-type: none"> <li>- The Certificate of Compliance and liquor license had been renewed.</li> <li>- PA and ZC were still working to improve Wi-Fi access at the Club. Details would be circulated to GenCom after this meeting.</li> </ul>	PA
13.2	<p><b>Hiram's Highway widening</b></p> <ul style="list-style-type: none"> <li>- The Hiram's Highway tender had been changed from a build to a design and build. Therefore, the timeline for the start of construction was delayed until further notice, likely until at least mid-2025.</li> </ul>	
14	<b>Food and Beverage Committee Report</b>	
14.1	<p><b>July meeting</b></p> <ul style="list-style-type: none"> <li>- There was no meeting in July due to school holidays.</li> </ul>	
14.2	<p><b>General update</b></p> <ul style="list-style-type: none"> <li>- Turn-out for the first three Sunday brunches was low. PA suggested lowering the price to ~HK\$178 by choosing less expensive ingredients.</li> <li>- Turn-out in May-July for Sunday night buffet was good, with over 600 covers.</li> <li>- As just ~1.5 weekday set dinners were ordered each night in April-June, set dinners would be discontinued in July. This would reduce cost and time spent on kitchen preparation. DL felt the Club should look at ways it could make things easier for kitchen staff.</li> <li>- In August, DC, Sara HOUGHTON, and Rob ALLEN would give F&amp;BCom suggestions about F&amp;B finances, the 24 Hour Race, and other collaborations.</li> <li>- F&amp;BCom was improving the dessert menu so people would want</li> </ul>	DL  ALL

	to eat at HHYC just because of the dessert.	
15	<b>Human Resources Committee Report</b>	
15.1	<b>OS&amp;H</b> <ul style="list-style-type: none"> <li>- LTIFR and LTISR had both improved significantly. LTISR was well below target, and LTIFR was expected to meet the target as time went on. DWJ thanked management for their efforts.</li> </ul>	
15.2	<b>Staff separations and appointments</b> <ul style="list-style-type: none"> <li>- Staff separations had increased slightly in July 2024. The Club would work to address this issue quickly, and ultimately aimed for an annual separation rate of 15%.</li> <li>- Full-time employee payroll expenses were close to budget.</li> <li>- If the Club decided to post photos of staff members on the website, it must be kept up-to-date with staff turnover.</li> </ul>	ALL
15.3	<b>Full and part-time employee expenses</b> <ul style="list-style-type: none"> <li>- Full- and part-time employee payroll expenses were close to budget.</li> </ul>	
15.4	<b>Staff engagement survey 2024</b> <ul style="list-style-type: none"> <li>- HRCom would be conducting a staff engagement survey shortly.</li> <li>- HRCom had agreed to conduct the survey once more, then consider conducting it every two years, provided the separation rate was at 10%-15%.</li> <li>- The surveys showed the Club had become a better employer over the past three years.</li> </ul>	
15.5	<b>Staff counselling service</b> <ul style="list-style-type: none"> <li>- No staff members had taken up the Club's offer of counselling after the MOB incident.</li> </ul>	
15.6	<b>Group medical insurance renewal 2024-25</b> <ul style="list-style-type: none"> <li>- PA compared quotations from four medical insurance providers. Of the quotations which were within budget, AIA offered the best coverage and was similar to the Club's current plan.</li> <li>- PA confirmed he had bargained each quotation down as much as possible, and that HRCom supported his recommendation.</li> <li>- HHYC's MPF accounts were already with AIA, so switching medical insurance to AIA should be a relatively smooth transition.</li> <li>- MS proposed that, effective 1 September 2024, the Club appoint AIA to provide medical insurance for a term of 12 months for all qualified full-time staff employed by the Club after completion of their probation, at a fee of not more than HK\$690,000.</li> <li>- The proposal was passed by GenCom.</li> </ul>	

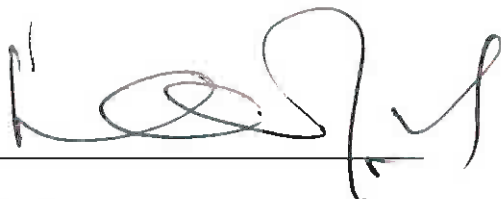
(Resolution #17 per Annex [A])

	<p>22:01 AG recused himself, then rejoined the meeting. 22:02 SP left the meeting.</p>	
15.7	<p><b>Manpower planning and interim reviews (confidential)</b></p> <ul style="list-style-type: none"> <li>- After conducting a manpower review, PA suggested the following changes. These changes would not increase costs or headcount: <ul style="list-style-type: none"> <li>• Unfreeze one security guard headcount—this headcount would help manage dockmaster duties.</li> <li>• One term contract staff member to cover a 4-month maternity leave.</li> <li>• After Jimmy fully retires, his headcount may be changed into a junior administrative role with combined duties to reduce salaried and part-time employee expenses.</li> <li>• Adjust salaries for Marine staff, in line with market rates (to reduce the chances of them being poached). Adjust salaries for boatyard maintenance and electrician job vacancies in line with market rates to make them more competitive.</li> <li>• Reduce PR headcount by one and instead allocate a new headcount to the kitchen, as there was not currently enough kitchen staff to allow them to take more than one day off per week.</li> </ul> </li> <li>- These adjustments would help the Club stay on budget, improve cash flow, improve the morale of frontline staff, address manpower shortages and help ensure no adverse impacts on service and revenue. PA noted there were also contingency plans in place, if future revenue dropped.</li> <li>- HRCOM, DC, and all HODs were in favour of PA's plans, as was GenCom. No resolution was required.</li> </ul>	
15.8	<p><b>Fishing group</b></p> <ul style="list-style-type: none"> <li>- Nothing to report.</li> </ul>	
15.9	<p><b>Paddling group</b></p> <ul style="list-style-type: none"> <li>- Nothing to report.</li> </ul>	
16	<p><b>AOB</b></p>	
16.1	<p><b>Update on Bob VART's report—BC</b></p> <ul style="list-style-type: none"> <li>- DWJ confirmed Mr VART had recently submitted a report detailing his investigation into the recent MOB incident, but that the report would not be complete until the police and coroner had furnished Mr VART with certain further information.</li> <li>- DWJ would forward the report to BC (the contents were to be kept confidential); however, it would not affect how the Club operated in the meantime. Mr VART and the Police had no criticisms about how the Club had handled the incident.</li> <li>- The report could not be given to HKSF until the coroner's report</li> </ul>	<p>DWJ</p>

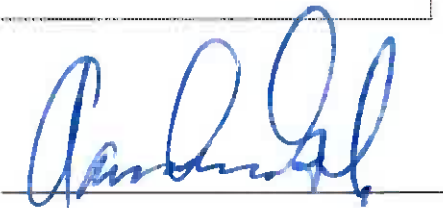


	<p>was issued, which could take years.</p> <ul style="list-style-type: none"> <li>- GenCom was grateful for Mr VART's help in investigating the incident.</li> </ul>	
16.2	<p><b>Hebe One charter fee update</b></p> <ul style="list-style-type: none"> <li>- DC had provided information, including information about the contribution margin, to EL and KK, and cheaper pricing schemes were being discussed.</li> </ul> <p><i>Post-meeting note: a new three-tier pricing scheme was rolled out for Hebe One hires—based on intended destination—to provide greater savings for hirers.</i></p>	
16.3	<p><b>Agenda for next meeting -- DWJ</b></p> <ul style="list-style-type: none"> <li>- Next meeting, GenCom would approve the AGM agenda and business review.</li> <li>- GenCom should suggest potential recipients for special awards and the Commodore's and Vice Commodore's Cup before next meeting.</li> </ul>	ALL

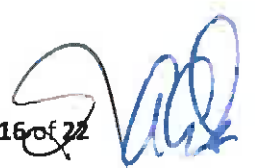
There being no further business, the meeting closed at 22:18 hrs.  
The next meeting was scheduled to take place at 19:00 hrs on 29 August 2024.



Mr Donald Johnston  
Commodore



Mr Aaron Goach  
Honorary Secretary





## ANNEX [A]

### MEETING OF THE GENERAL COMMITTEE HELD ON 25 JULY 2024

#### RESOLUTIONS

##### Resolution #1

THAT the typographical erratum in Item No. 8.3 of the Minutes of the Meeting of the General Committee held on 30 May 2024 be struck and replaced with: "Request to place a catamaran on a Marina berth that is not designated for catamarans: (i) A Member who reached the top of the Marina berth waiting list has requested permission to place a motor catamaran on the 15 m berth that was offered to him/her; (ii) OpsCom intends to reject the Member's request on the basis that the berth is neither designated nor suitable for a large multi-hull vessel."

Proposer: MS; Seconder: JL

PASSED (For: 10; Absent: 5 (SP, EL, HJ, FH, SR))

##### Resolution #2

THAT the minutes of the meeting of the General Committee held on 27 June 2024 be approved.

Proposer: JL; Seconder: DWJ

PASSED (For: 8; Abstain: 3 (SP, BC, MS); Absent: 4 (EL, HJ, FH, SR))

##### Resolution #3

THAT the Audited Financial Statements for the Financial Year Ended 31 March 2024 be approved, and that the Commodore, the Vice Commodore, the Honorary Secretary and the Honorary Treasurer be authorized to make such minor amendments (if any) as necessary to finalise the Audited Financial Statements and General Committee Report of the Club for the Financial Year Ended 31 March 2024, and then sign the relevant pages on behalf of the General Committee.

Proposer: JL; Seconder: CY

PASSED (For: 7; Recuse: 4 (DWJ, SP, AG, DC); Absent: 4 (EL, HJ, FH, SR))

##### Resolution #4

THAT the Commodore be authorised to sign the Letter of Representation to Wong Brothers CPA Limited for and on behalf of the General Committee in connection with the Audit of the Club's Financial Statements for the Financial Year Ended 31 March 2024.

Proposer: DC; Seconder: SP

PASSED (For: 10; Recuse: 1 (DWJ); Absent: 4 (EL, HJ, FH, SR))

##### Resolution #5

THAT the Food and Beverage Committee, Governance Committee, Finance Working Group, Membership Working Group and, for the avoidance of doubt, any and all other Committees, Subcommittees, Working Groups and the like, identified in the current version of the Committee Handbook of the Club, be designated as "other Club Committee(s) as may be approved for this purpose by the General Committee" for the purposes of Article 17.1(a) of the



**Articles of Association of the Club.**

Proposer: AG; Seconder: SP  
PASSED (For: 11; Absent: 4 (EL, HJ, FH, SR))

**Resolution #6**

**THAT (i) Donovan Mark CHOW (C-521), (ii) Sirena PETTIT (P-200), (iii) Kay RAWBONE (R-168S), (iv) John WRIGHT (W-179), and (v) Michael VAN OMMEREN (V-062) be appointed as the Nominating Committee 2024 under Article 17.1(a) of the Articles of Association of the Club.**

Proposer: AG; Seconder: SP  
PASSED (For: 11; Absent: 4 (EL, HJ, FH, SR))

**Resolution #7**

**THAT John WRIGHT (W-179) be appointed as Chairman of the Nominating Committee 2024 under Article 17.1(a) of the Articles of Association of the Club.**

Proposer: AG; Seconder: MS  
PASSED (For: 11; Absent: 4 (EL, HJ, FH, SR))

**Resolution #8**

**THAT Mr LIU Wu Yang be elected as a Senior Associate Member of the Club.**

Proposer: BC; Seconder: JL  
PASSED (For: 11; Absent: 4 (EL, HJ, FH, SR))

**Resolution #9**

**THAT the Application for Conversion to Full Membership of Senior Associate Member Mr Clayton YU (Y-142) be approved.**

Proposer: AG; Seconder: BC  
PASSED (For: 10; Recuse: 1 (CY); Absent: 4 (EL, HJ, FH, SR))

**Resolution #10**

**THAT the new Aberdeen Boat Club General Manager Mr Robin SHERCHAN be elected as an Honorary Member of the Club for a period not exceeding one (1) year.**

Proposer: AG; Seconder: MS  
PASSED (For: 11; Absent: 4 (EL, HJ, FH, SR))

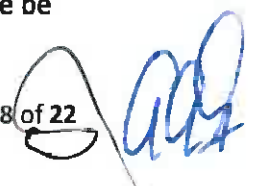
**Resolution #11**

**THAT the Governance Committee Report No. 1 to the General Committee of today's date be adopted and accepted by the Club.**

Proposer: SP; Seconder: JL  
PASSED (For: 7; Recuse: 4 (AG, DC, DL, MS); Absent: 4 (EL, HJ, FH, SR))

**Resolution #12**

**THAT the Governance Committee Report No. 2 to the General Committee of today's date be adopted and accepted by the Club.**



Proposer: SP; Secunder: CY

PASSED (For: 7; Abstain: 1 (SR); Recuse: 4 (AG, DC, DL, MS); Absent: 3 (EL, HJ, FH))

**Resolution #13**

THAT Clauses 11.1 and 11.2 (Derelict Craft) of "Section 2 - Moorings, Berths and Hardstanding" of the Bye-Laws of the Club as printed July 2023 be revised as per Annex [X] to the Minutes of the General Committee Meeting of today's date, effective immediately.

Proposer: BC; Secunder: KK

PASSED (For: 12; Absent: 3 (EL, HJ, FH))

**Resolution #14**

THAT the form of Confidentiality Agreement for Committee Members attached as Appendix I to the Committee Handbook of the Club be struck and replaced with the new form attached as Appendix I to the Minutes of the General Committee Meeting of today's date, effective immediately.

Proposer: SP; Secunder: AG

PASSED (For: 12; Absent: 3 (EL, HJ, FH))

**Resolution #15**

THAT the quotation of Buro Happold International (Hong Kong) Limited ("Buro Happold") in the total fixed fee amount of HK\$395,000 to provide structural engineering services to rectify the irregularities in the general building plans for the existing Clubhouse and Garden Bar Annex be accepted and instructed as a variation to Buro Happold's existing Service Agreement dated 6 August 2021.

Proposer: SP; Secunder: MS

PASSED (For: 12; Absent: 3 (EL, HJ, FH))

**Resolution #16**

THAT the appointment of Mr Peter SIU Tsz Fuk (S-378) as a member of the Environmental and Social Committee ("ESCom") be ratified, subject to his satisfactory interview with, and onboarding by, the ESCom Chair Ms Carol BIDDLE (B-280S).

Proposer: CB; Secunder: MS

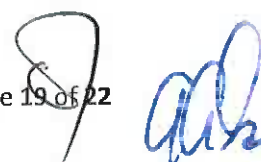
PASSED (For: 12; Absent: 3 (EL, HJ, FH))

**Resolution #17**

THAT, effective 1 September 2024, the Club appoint AIA to provide medical insurance for a term of 12 months for all qualified full-time staff employed by the Club after completion of their probation, at a fee of not more than HK\$690,000.

Proposer: MS; Secunder: JL

PASSED (For: 11; Recuse: 1 (AG); Absent: 3 (EL, HJ, FH))



SAD

Proposed changes to the Byelaws

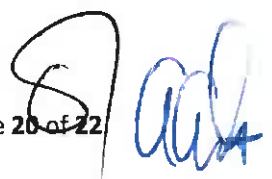
Section 2 - Moorings, Berths and Hardstanding

11. DERELICT CRAFT

11.1 (a) Where a craft has been left upon a Club Swing Mooring, Pontoon Berth or Hardstanding space and has not been used for a period of time in excess of ~~three (3)~~ ~~six~~ ~~(6)~~ months the Club ~~Operations Committee~~ may give the Member to whom the marine facility is allocated a notice requiring the Member to explain why the craft has not been so used. The Member shall be required to reply within 14 days of such notice. ~~show cause why the allocation of the Club marine facility to them should not be withdrawn and re-allocated to a Member who shall make greater active use of it.~~

(b) ~~Unless~~ If the Member concerned is unable to satisfy the Club Operations Committee that there is either good reason the craft is not being used, or that there is a real likelihood of them making greater active use of the craft in the foreseeable future, until such time that craft is used, the Club shall be entitled to levy an additional surcharge on the monthly fee charged for the facility in the following amounts:

- (i) 25%, 50% and 75% of the monthly fee for the fourth, fifth and sixth months respectively that the craft is not used;
- (ii) 100% of the monthly fee for all subsequent months that the craft is not used.




(c) If the Member concerned continues not to use the craft for a period of six (6) months, the Club Operations Committee may recommend to the General Committee that the Member's right to occupy the marine facility be removed and be allocated to another Member on the relevant marine facilities waiting list. In such case the Member shall be given 30 days notice in which to remove their boat from the marine facility, failing which the craft may be removed or disposed of by the Club pursuant to Byelaw 11.2 below.

~~11.2 the expense of the Member such notice shall be given by registered post to the last known address of the Member.~~

11.2 Any craft on a Club Swing Mooring, Pontoon Berth or Hardstanding space that in the opinion of the General Committee has been left for an undue period of time in a state of disrepair or without proper maintenance or is otherwise not seaworthy may be removed or disposed of by the Club at the expense of the Member to whom the Mooring is allocated. The General Committee will only make such decisions after the owner has been given 60 days warning of the Club's intention to sell or otherwise dispose of the craft. Such notice shall be given by registered post to the last known address of the Member.

...





## Appendix I | Confidentiality Agreement for Committee Members

### Objectivity

When making decisions, all committee members including but not limited to: the General Committee, committees, sub-committees, working groups and panels ("Committees") should consider topics discussed and cases that come before only in terms of their merit for the best long-term interests of the members of HHYC as a whole.

### Confidentiality

"Confidential Information" means all information relating to:

- (i) personal information of members and staff;
- (ii) employment contracts (including salaries) of staff;
- (iii) accounting and financial information of HHYC;
- (iv) disciplinary investigations / proceedings undertaken by HHYC; and
- (v) any other information that the General Committee (or a Sub-Committee Chair) may, from time to time, designate as being confidential.

Committee members must maintain the confidentiality of all Confidential Information they are presented with by HHYC and those acting on its behalf. Any discussions relating to such content must also be kept strictly confidential. Confidential Information cannot be disclosed to any third parties without express prior permission of the General Committee.

Confidential Information ceases to become confidential once it is made available to the members at large or published to members through meeting minutes, reports, announcements or other materials made available to members through the HHYC website.

### Discussions in meetings

Members of Committees accept collective responsibility for the majority vote. Apart from what appears in the minutes of a meeting that are made available to all members, details of the discussion should never be disclosed. Minutes of the meetings and relevant materials distributed before, during and after such meetings. Confidential issues should not be made public.

### Access to financial figures

Relevant financial figures and budgets are available to members of the General Committee upon request, generally on a need-to-know basis.

### Access to members' background

Members' details are private and confidential. Any personal information about members obtained via Committee interactions should neither be released nor discussed with anyone except for the members of the same Committees.

### New members' policy

Applicants for HHYC memberships are selected based on a set of criteria that is reviewed by the Balloting Committee members and approved by the General Committee. These selection criteria shall be kept strictly confidential.

Acknowledged by:

\_\_\_\_\_ Signature

Print Full Name \_\_\_\_\_

Date \_\_\_\_\_

-End-

Handwritten signature in blue ink.