

THE HEBE HAVEN YACHT CLUB LIMITED
Minutes of the Meeting of the General Committee
held on Thursday 31 October 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 (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)
Simon Anthony ROBERTSON	R-148	SR	Chairperson—24 Hour Dinghy Race Committee (in person)
Carol Anne 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)
Michael Kenneth SHARP	S-252	MS	GenCom Member (in person)
Clayton YU	Y-142	CY	GenCom Member (in person)
Apologies:			
Daniel Yiu Man CHAN	C-353	DC	Honorary Treasurer
Bridget Yuk Lin CHAN	C-455	BC	Rear Commodore—Sailing
Joseph Chun Pang LAU	L-282	JL	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: The five resolutions arising out of the meeting are recorded in the attached Annex.

The meeting commenced at 19:08 at HHYC

No.	Item	Action
1	Conduct	
1.1	Chairperson <ul style="list-style-type: none">- DWJ explained that due to health reasons, he had partially stepped down as Commodore and proposed that the Vice Commodore (SP) chair the meeting. No objection was taken.	
1.2	Quorum <ul style="list-style-type: none">- SP noted that there was a quorum (DWJ, SP, AG, HJ, EL, KK, SR, CB, DL, FH, MS, CY) and declared the meeting open	
2	Approval of minutes	
2.1	<ul style="list-style-type: none">- DWJ proposed that the minutes of the meeting of the General Committee held on 26 September 2024 be approved.- The proposal was passed by GenCom. (Resolution 1 per Annex)	
3	Commodore's Report	
3.1	Proposed changes to Articles regarding Term and Cadet Membership <ul style="list-style-type: none">- SP presented two proposed changes to the Club's Articles of Association, both of which had emerged out of the Membership Working Group:<ol style="list-style-type: none"><u>1. Term Membership</u><ul style="list-style-type: none">- The "term" to be changed from three years to one year.- GenCom to determine the requirements for Term Membership in line with the needs of the Club- GenCom would also have the authority to decide whether to renew a Term Membership and the terms of renewal <p>Follow-up discussion:</p> <ul style="list-style-type: none">- SP clarified that it was intended to have a flat entrance fee for <u>all</u> Term Members, not to vary entrance fees on an applicant-by-applicant basis- GenCom agreed that Term Membership should not be made so attractive as to deter Members from applying for a regular Membership, such as Senior Associate.- SP pointed out that shortening the term of validity to one year was more amenable to the uncertainty that the Club faced in the run up to the renewal of the Private Recreational Lease ("PRL").- HJ felt the shorter term would also be appealing to the parents of Hebe Dragons. <p>There was no objection to the proposal.</p>	

	<p>2. Cadet Membership</p> <ul style="list-style-type: none"> - Remove the current provision that prohibits Cadet Members being charged a subscription fee <p>Follow-up discussion:</p> <ul style="list-style-type: none"> - SP confirmed proposal that Members in a General Member (not GenCom) would determine the subscription rate and that it would be capped at no more than 25% of the Senior Associate rate. - HJ asked to be included in the discussion of deciding the Cadet subscription rate - GenCom agreed it was better to charge Cadets a subscription fee rather than increase the price of Cadet sailing courses, even though the former required government approval and the latter did not, as subscriptions were a regular source of income that was not dependant on whether Cadets took sailing courses. - GenCom would consider waiving subscription fees for Cadets whose parents were Members. This may encourage parents to join the Club. <p>There was no objection to the proposal</p> <p><u>The way forward</u></p> <ul style="list-style-type: none"> - SP will draft and sign on behalf of the Club a letter to the Lands Department (“LD”) and Cultural, Sports and Tourism Bureau (“CSTB”) detailing the above proposed changes to the AoA - If LD and CSTB have no objections to the changes, resolutions for these changes to the AoA will be put to Members for their approval at the June 2025 GMM. - DWJ agreed securing government approval of the changes now was better than waiting until after the PRL was approved. 	SP
3.2	<p>2024 AGM cups and awards nominations</p> <ul style="list-style-type: none"> - A list of nominees had been compiled for the 2024 AGM cups and awards. - The Commodore’s Cup would be given to the Rear Commodore of Sailing Bridget CHAN, for her sterling contribution to sailing events, bringing in sponsors to the Club, and forging connections with mainland China. - The Vice Commodore’s Cup would be given to Ming Hing Waterworks Chairman Johnson YUEN, for sponsoring the Club’s Summer Saturday Series 2024, and participating in many races. - Special Awards would be given to three olympian sailors and FOO Yuen Wai of sailability. - SP suggested to present the awards on a separate evening after the AGM so that award recipients would not need to sit through the AGM, and also so those who attended the AGM remotely had the chance to attend. There was no objection to this suggestion. The awards night was tentatively booked for 18:30 on Friday, 15 November 2024, and would be combined with a Members meet-and-greet. PA would handle F&B arrangements. 	PA

4	Honorary Secretary's Report	
4.1	<p>Balloting Committee:</p> <p>New Member applications - Senior Associate</p> <ul style="list-style-type: none"> - BalCom recommended four Senior Associate Member applications for approval, two of which had previously been deferred. - All four applicants were rated favourably by interviewers. Mr Daniel NARRAMORE had a particularly strong application. - CY proposed that the following persons be elected as Senior Associate Members of the Club: (i) Ms AU, Sheung Ki; (ii) Mr CHENG, Man Kit; (iii) Mr LIN, Henry Yi Yong; and (iv) Mr NARRAMORE, Daniel. - The proposal was passed by GenCom. (Resolution #2 per Annex) 	
4.2	<p>Request for transfer of Membership</p> <ul style="list-style-type: none"> - BalCom received a request from the spouse of a recently deceased Member to transfer his Membership to her. - The late Member had been a Member for approximately 25 years. AG had reviewed the marriage and death certificates and found them satisfactory. During the due diligence process, AG would check whether the late Member had any marine facilities. - AG proposed that the Full Membership of the late Mr WU, Quinton Yee Wai (W-219) be transferred to his surviving spouse Ms TSANG, Choi Ling, subject to satisfactory completion of customary due diligence. - The proposal was passed by GenCom. (Resolution #3 per Annex) 	AG
4.3	<p>Governance Committee Report</p> <ul style="list-style-type: none"> - No meeting this month and nothing to report. 	
4.4	<p>Membership Working Group Report</p> <ul style="list-style-type: none"> - MemWG met on 21 October 2024, primarily to discuss the Cadet subscription proposal. AG would circulate the meeting report and minutes to GenCom once they were finished. 	AG
4.5	<p>Sailability Report - sailing news</p> <ul style="list-style-type: none"> - HHYC ranked second in the world for the number of sailors who competed in Bart's Bash 2024. - GenCom congratulated Sailability for its stellar results at the 2024 Hansa Asia Pacific Championships in Brisbane, Australia last week. One of the sailors, Mr FOO, Yuen Wai, placed first in six out of nine races against both disabled and able-bodied sailors. The event also gave Sailability and HHYC excellent exposure. A write up of the event would be published in the next HHYC newsletter. - GenCom discussed offering Honorary Memberships to disabled and able-bodied sailors with ties to HHYC who won at important 	ALL

	<p>events, such as the Asian Championships and ILCA. GenCom would continue to discuss this idea next month.</p>	
4.6	<p>Sailability Report - finances</p> <ul style="list-style-type: none"> - Sailability had paid down more of its debt to the Club. Their total outstanding balance was now approximately HK\$500,000. 	
5	<p>Honorary Treasurer’s Report -- presented by AG</p>	
5.1	<p>Financial performance for the month ended 30 September 2024</p> <ul style="list-style-type: none"> - Marine earnings were significantly higher than other departments. F&B earnings had improved compared to the previous month. Administration and the Sailing Centre had both nearly broken even. - Despite these improvements, the Club was still slightly behind in some categories and needed to increase revenue. 	
5.2	<p>Adjusted cash mandate for FYE 31 March 2025 and F&B deficit</p> <ul style="list-style-type: none"> - AG presented a graph of the total cash generated in FYE 2025 compared to budget. April to September were actual figures and October to March were projected figures. - DWJ and SP offered different methods of displaying and interpreting the numbers for the remainder of FYE 2025. - DL noted that 93% of monthly F&B costs were on staff salaries - SP presented a spreadsheet showing the financial performance of F&B from 2013 to present. SP noted that although F&B had suffered a deficit since 2015 FYE, the current losses of an average HK\$465,000/month were unprecedented and would result in a total loss of almost HK\$6 million from F&B in FYE 2025. - SP also presented a chart of the current headcount in F&B, which showed that the F&B staff cost was mostly in the 14 kitchen staff at \$442k per month, with \$166k per month in the 7 service staff and \$159k in the 4 management staff. SP queried why so many staff were needed in the kitchen. - GenCom agreed that while it was common for F&B at clubs to not make a surplus, particularly in the post-COVID economic environment, its losses must be controlled. 	ALL
5.3	<p>General insurance policy renewal 2024-2025</p> <ul style="list-style-type: none"> - The Club’s general insurance policy needed to be renewed on 1 November 2024. - Last year, the Club’s general insurance coverage cost ~HK\$1.6 million. This year, after bargaining, PA obtained the same coverage for~ HK\$1.4 million. This was a ~13.3% decrease in cost compared to the previous year, and ~17% below budget. - PA confirmed the increased employee premium was due to an increased headcount. - SP proposed that the Club renew its annual insurance policies for: Property All Risks, Consequential Loss, Electronic Equipment, 	

	<p>Employees' Compensation, Marina and General Liability and Association Liability with the existing broker AON at a total cost of HK\$1,400,874.68.</p> <ul style="list-style-type: none"> - The proposal was passed by GenCom. (Resolution #4 per Annex) - PA would instruct Carol to renew the policy on 1 November 2024. 	PA
5.4	<p>Overdue debtors (not for release to the general membership)</p> <ul style="list-style-type: none"> - There were three overdue debtors (Mr HATTON, Anthony James (H-217), HK\$27,860; Mr LAU, Ka Yiu (L-416), HK\$8,810; and Ms TAM, Boncica (T-279), HK\$3,489). - Mr Hatton's outstanding balance was being pursued through the Small Claims Tribunal. GenCom would wait for an update from Carol in Accounting before deciding whether action was needed for the other two debtors. 	
6	Planning and Works Committee Report	
6.1	<p>Lease modification</p> <ul style="list-style-type: none"> - The Lands Department has sent the Club a further letter questioning the usage and moveability of containers in the boat yard. Projects Team is preparing a response. - SP noted that the Projects Team is in the process of preparing conceptual designs for an 'interim' more elaborate Garden Bar tent in anticipation of the approval of the approval of the lease modification. Although this will also serve as a temporary solution until such time that the Club has sufficient cash to build the Regatta Deck, realistically the interim Garden Bar tent is likely to be utilized for at least 6 years - SP noted that the work done for the lease modification has paved the way for the pending lease renewal in 2027. 	
6.2	<p>Lift, balcony, and clubhouse works</p> <ul style="list-style-type: none"> - Regularisation works were proceeding slowly, as excavations for foundations had uncovered cables which were not discovered by trial pits. Works would continue after CLP finished diverting the cables around the end of November 2024. 	
6.3	<p>Playground</p> <ul style="list-style-type: none"> - FH suggested consulting with parents and education experts before designing the Club playground. The playground would be used by children aged one through seventeen. - PA confirmed current renovations were limited to making the walls and flooring safer, and would be finished in roughly two weeks' time. 	

6.4	<p>EV charging stations in parking lot</p> <ul style="list-style-type: none"> - SP noted that the Projects Team was looking into the feasibility of installing electric vehicle charging stations 	
6.5	<p>Diesel fuel station</p> <ul style="list-style-type: none"> - The Projects Team was also looking into the feasibility of selling diesel fuel from the Club - Preliminary research showed the Club could make around one million HKD a year through diesel sales. The barge currently sold diesel for HK\$12, and the marina HK\$21. HHYC's diesel would be priced at around HK\$14-15, be of better quality than the barge, and would always be available to Members. 	
7	<p>Sailing Committee Report</p>	
7.1	<p>General Update</p> <ul style="list-style-type: none"> - The report was taken as read. - The 24 Hour Race was the main sailing event in October 2024. Other than that, it was a quiet month. 	
8	<p>Marine Operations and Facilities Committee Report</p>	
8.1	<p>Marine facilities</p> <ul style="list-style-type: none"> - There were no requests to change boats or transfer grandfather rights this month. 	
8.2	<p>Electric sampan and factory tour update</p> <ul style="list-style-type: none"> - A visit to the e-sampan factory in Zhuhai would take place on 7 November 2024. The visit would include a factory tour, sea trial, functional test, and a look at the manufacturing process, to troubleshoot any problems with the sampan. - The trip would depart in the morning by car, and leave the factory at 16:00. Many GenCom members would attend. 	
9	<p>Powerboat and <i>Hebe One</i> Committee Report</p>	
9.1	<p><i>Hebe One</i> air conditioner maintenance</p> <ul style="list-style-type: none"> - Three of <i>Hebe One's</i> four air conditioners had broken down. Two of them had a broken water pump, and the third had a broken heat exchanger. - Parts for the water pumps had already been ordered and would not take long to repair. Parts for the heat exchanger would take longer to find, but would also be repaired as soon as possible. 	

10	Sailing Development Committee Report	
10.1	General Updates <ul style="list-style-type: none"> - The report was taken as read. - Hebe Dragons were performing very well across the board. - The school sailing program was expanding and going well. The Club was gaining traction with more youth and adults. 	
11	24 Hour Charity Dinghy Race Update	
11.1	Updates <ul style="list-style-type: none"> - The deadline for donations was 1 November 2024. So far, the Club had raised ~HK\$508,000, not including what each individual charity had raised. - SR thanked PowerboatCom for their donation of ~HK\$15,000. - The race wrap-up meeting was scheduled for 7 November 2024. - SR welcomed any feedback about the race to help improve it. - The cheque and prize presentation would take place on 20 November 2024. The new Commodore would present the cheque. - SR would record a welcome speech that would be played at the presentation ceremony, as he could not attend in person. 	ALL
11.2	Distribution of funds raised in 2024 <ul style="list-style-type: none"> - SR proposed that the Club distribute the net funds raised from the HHYC 24 Hour Charity Dinghy Race 2024 to the designated beneficiary charities in the following proportions: (i) Children’s Cancer Foundation, 50%; (ii) Sailability Hong Kong Limited, 20%; (iii) TREATS, 15%; (iv) The Intellectually Disabled Education and Advocacy League Limited (IDEAL), 7.5%; and (v) Sai Kung District Community Centre, 7.5%. - The proposal was passed by GenCom. (Resolution #5 per Annex) 	
11.3	Charities for 2025 <ul style="list-style-type: none"> - One of the beneficiaries of the 24 Hour Race 2024, the Sai Kung District Community Centre, also received a substantial amount of government funding. - GenCom agreed to review the list of charities for 2025, to ensure money went where it was most needed. - SR suggested asking the race founders for charity suggestions. - EL recommended deciding on the charities early enough before the race that more promotion could be done to drum up donations. 	

12	Environmental and Social Committee Report	
12.1	Updates <ul style="list-style-type: none"> - Solar panels: Davy had been busy with the 24 Hour Race, but would show the committee solar panel options soon. - CB asked for GenCom’s help in encouraging more Members to attend Clean Pak Sha Wan Day on 24 November 2024, as there were usually more non-Members than Members who attended. - Special speakers: ECom would arrange for more special speakers to come to the Club in 2025. PA offered to help arrange for suggested speakers to come to the Club, whether for ECom or other departments. 	<p>ALL</p> <p>ALL</p>
13	General Manager’s Report	
13.1	General updates <ul style="list-style-type: none"> - PA thanked DL for pointing out inaccuracies in the Member Feedback and Action Summary and would let DL review the report before presenting it in future. - The 24 Hour Race raised ~HK\$500,000 in donations. - The first conference held in PSWC was held on 25 October 2024, and generated ~HK\$40,000 in revenue. A portion of the attendees went sailing, which the client felt was a good team building activity. The Club was now following up with the client by promoting corporate memberships. - Clean Pak Sha Wan Day was coming up on 24 November 2024. - PA would confirm whether the <i>Hebe Jebes</i> link had been sent to SR’s email address, as he had not received it while other GenCom members had. 	PA
14	Food and Beverage Committee Report	
14.1	F&BCom remit and workload <ul style="list-style-type: none"> - Although finance was not currently part of the F&BCom remit, F&BCom was mindful of finances and used it to inform their decisions on where to cut back such as, cancelling weekday set dinner, trimming the menu and suggesting cutting restaurant operating hours in the morning. - Given that F&BCom already oversaw the restaurant and events touching upon F&B, if finance and house duties were also added to their remit, DL speculated hiring someone full time to chair the committee to cover the whole lot. 	
14.2	Restaurant opening hours <ul style="list-style-type: none"> - As per Item 14.1 of the September 2024 GenCom meeting minutes, PA and DL looked in greater detail at whether opening the Club restaurant an hour or two later would help save costs. However, PA was of the view that the restaurant was still making money during those hours, and there would be no savings on manpower by opening later. 	

	<ul style="list-style-type: none"> - PA suggested a better idea would be to promote breakfast rather than take it away. 	
14.3	<p>Ploughman’s lunch</p> <ul style="list-style-type: none"> - A ploughman’s lunch would soon be offered at the Club. - F&BCom decided that the name of the meal be called the ‘Quarterdeck Ploughman’s lunch’. - GenCom recommended kitchen staff be informed of what a ploughman’s lunch consisted of before rolling it out. 	DL/PA
14.4	<p>David LAM’s resignation from F&BCom</p> <ul style="list-style-type: none"> - DL announced to GenCom that he would be stepping down as chair of the F&B Committee. His last day would be 4 December 2024. - DL noted that he had participated in many enjoyable events and had many enjoyable experiences as chair, including the creation of the Club’s first craft beer. He expressed his thanks to GenCom for the opportunity to serve in this role, and for their support along the way, particularly from DWJ, SP, and AG. - However, he cited challenges working with PA and the F&B Manager (Thomas) as reasons for his resignation. - SP thanked DL for his hard work and contributions as chair of F&BCom, despite the aforementioned challenges. - DL confirmed he would continue to serve as a member of GenCom. 	
15	<p>Human Resources Committee Report - presented by SP</p>	
15.1	<p>General updates</p> <ul style="list-style-type: none"> - The Club was on track with regards to safety. - HRCom was analysing staff structure and looking at how to organise the Club in the most efficient and effective way. SP would share the new organisational chart with GenCom once it was complete. - SP suggested being up front with staff that the Club was looking at restructuring, which could be presented in a positive manner without implying staff cuts. 	SP

16	AOB	
16.1	<p>Words of appreciation and thanks to those retiring from GenCom</p> <ul style="list-style-type: none"> - This is Commodore Don's final GenCom meeting before retiring as Commodore, a position he has held for the last seven years. - GenCom expressed their sincere thanks to Commodore Don for his strong leadership, guidance, and impeccable service and dedication to the Club. They were sad to see him go, and wished him good health and smooth sailing in the future. - KK thanked Commodore Don specifically for being the first to add an interpreter to GenCom meetings and other events, so people who spoke Cantonese were able to participate. - Commodore Don noted that while there had been some challenges in the past seven years, GenCom members had done a superb job of managing the Club. He stressed the importance of keeping an eye on good governance going forward, and thanked GenCom for their hard work, support and attention. - Those in attendance at the meeting all expressed their thanks and appreciation to Commodore Don. - GenCom member Clayton YU would also be stepping down at the end of this term. GenCom thanked him for his time and service, and wished him well in the future. 	
16.2		
<p style="text-align: center;">There being no further business, the meeting closed at 21:11 hrs. The next meeting was scheduled to take place at 19:00 hrs on 28 November 2024.</p>		

Mr Sonny Payne
Vice Commodore

Mr Aaron Goach
Honorary Secretary

ANNEX

MEETING OF THE GENERAL COMMITTEE HELD ON 31 OCTOBER 2024

RESOLUTIONS

Resolution #1

THAT the minutes of the meeting of the General Committee held on 26 September 2024 be approved.

Proposer: DWJ; Seconder: HJ

PASSED (For: 12; Absent: 3 (DC, BC, JL))

Resolution #2

THAT the following persons be elected as Senior Associate Members of the Club: (i) Ms AU, Sheung Ki; (ii) Mr CHENG, Man Kit; (iii) Mr LIN, Henry Yi Yong; and (iv) Mr NARRAMORE, Daniel.

Proposer: CY; Seconder: MS

PASSED (For: 12; Absent: 3 (DC, BC, JL))

Resolution #3

THAT the Full Membership of the late Mr WU, Quinton Yee Wai (W-219) be transferred to his surviving spouse Ms TSANG, Choi Ling, subject to satisfactory completion of customary due diligence.

Proposer: AG; Seconder: CB

PASSED (For: 12; Absent: 3 (DC, BC, JL))

Resolution #4

THAT the Club renew its annual insurance policies for: Property All Risks, Consequential Loss, Electronic Equipment, Employees' Compensation, Marina and General Liability and Association Liability with the existing broker AON at a total cost of HK\$1,400,874.68.

Proposer: SP; Seconder: AG

PASSED (For: 12; Absent: 3 (DC, BC, JL))

Resolution #5

THAT the Club distribute the net funds raised from the HHYC 24 Hour Charity Dinghy Race 2024 to the designated beneficiary charities in the following proportions: (i) Children's Cancer Foundation, 50%; (ii) Sailability Hong Kong Limited, 20%; (iii) TREATS, 15%; (iv) The Intellectually Disabled Education and Advocacy League Limited (IDEAL), 7.5%; and (v) Sai Kung District Community Centre, 7.5%.

Proposer: SR; Seconder: DWJ

PASSED (For: 12; Absent: 3 (DC, BC, JL))

-End-