

THE HEBE HAVEN YACHT CLUB LIMITED
Minutes of the Meeting of the General Committee
held on Thursday 28 November 2024

Present:

Name	Acronym	Position	Attendance mode
Sonny PAYNE	SP	Commodore	In person
Aaron Arthur GOACH	AG	Vice Commodore	In person
Michael Kenneth SHARP	MS	Honorary Secretary	In person
Bridget Yuk Lin CHAN	BC	Rear Commodore—Sailing	In person
James Harvey JESSOP	HJ	Rear Commodore—Sailing Development	MS Teams
Eddy Kin Pong LO	EL	Rear Commodore—Marine Operations and Facilities	MS Teams
John Kam Kuen LO	KK	Chairperson—Powerboat and <i>Hebe One</i> Committee (via MS Teams)	MS Teams
Carol Anne BIDDELL	CB	Chairperson—Environmental and Social Committee (in person)	In person
Simon Anthony ROBERTSON	SR	GenCom Member (in person)	In person
Frances Lee HURLEY	FH	GenCom Member (in person)	In person
David LAM	DL	Chairperson—F&B Committee (via MS Teams)	MS Teams
David Nigel FRANCIS	NF	GenCom Member (in person)	In person
Mark ASHTON	MA	GenCom Member (in person)	In person
Apologies:			
Daniel Yiu Man CHAN	DC	Honorary Treasurer	
Stuart David PRYKE	StP	GenCom Member	
In Attendance:			
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 eleven resolutions arising out of the meeting are recorded in the attached Annex.

The meeting commenced at 19:03 at HHYC

No.	Item	Action
1	Conduct	
1.1	<p>Quorum and welcome</p> <ul style="list-style-type: none"> - SP confirmed there was a quorum (SP, AG, MS, BC, HJ, EL, KK, SR, CB, FH, DL, NF, MA) and declared the meeting open. - SP welcomed everyone to the new term, especially the three new members of GenCom (NF, MA, and StP (absent), noting he was honoured to serve as chair with members of such pedigree. 	
2	Administrative matters	
2.1	<p>Ratification of resolutions passed via WhatsApp</p> <ul style="list-style-type: none"> - SP noted that GenCom had passed four resolutions via WhatsApp poll prior to this meeting and, for good order, called for a resolution to ratify the WhatsApp resolutions. - The proposal was passed by GenCom. <p><i>(see Annex, Resolution #1)</i></p>	-
2.2	<p>GenCom poll WhatsApp group</p> <ul style="list-style-type: none"> - SR suggested creating a separate WhatsApp group just for polls / resolutions, so it would be easier for GenCom members to see there was a resolution or other poll they needed to vote on. All discussion about resolutions would be kept to the regular GenCom WhatsApp group. There was no objection from GenCom. 	SP
2.3	<p>Company Ordinance matters</p> <ul style="list-style-type: none"> - SP suggested that the role of Club's "company secretary" and "designated representative" under sections 474 and 653ZC(1) of the Companies Ordinance be transferred to Michael SHARP, the new Honorary Secretary - The proposal was passed by GenCom. <p><i>(see Annex, Resolution #2)</i></p>	
2.3	<p>Company Ordinance matters</p> <ul style="list-style-type: none"> - SP suggested that Billy Ng be nominated as the reserve licensee for the Club's liquor license (in place of Paul ARKWRIGHT) - The proposal was passed by GenCom. <p><i>(see Annex, Resolution #3)</i></p>	
3	Finance matters	
3.1	Financial overview for FYE 2025	

	<ul style="list-style-type: none"> - SP presented a brief overview of Club forecast finances for the FYE 2025 financial year, based on the 7 months of actual performance to date, noting that FYE 2024 was the Club’s worst financial year on record and that it was critical to maintain a close eye on finances during this term. - SP noted that although forecast expenditure for FYE 2025 was below that budgeted (\$63,089,850 c.f. budget of \$65,343,153), revenue was under budget (\$65,102,878 c.f. budget of \$69,114,814). This nonetheless still gave rise to a predicted cash surplus of approx. \$2m for FYE 2025, which is a big improvement on the \$2.5m deficit for FYE 2024, but still far short of where it should be. - SP further noted that: <ul style="list-style-type: none"> (i) 91% of Club revenue came from five sources, namely, Marine income (39%); Members’ subscriptions (22%); F&B sales (14%); Entrance fees (9%); and Sail training / racing (7%); (ii) 64% of expenditures was on Salaries, wages and MPF. 	
3.2	<p>Pleasure vessel insurance renewal</p> <ul style="list-style-type: none"> - SP noted the proposal from the Club management to renew the pleasure vessel insurance plan (due to expire on 30 November) with the same insurer. - It was noted that that overall cost of insurance was a major expenditure for the Club and agreed by all that FinCom would undertake a critical review of coverage before renewing all insurances again in 2025 - It was also noted that Hebe Dragons were excluded from insurance for competitions in the U.S.A. and Canada under this plan and that the Sailing Centre should be notified of this. - Following discussion, GenCom passed a resolution that the Club renew its Pleasure Craft Insurance with its existing insurer at an annual premium of HK\$299,121. <i>(see Annex, Resolution #4)</i> 	SP
3.3	<p>Overdue debtors (not for release to the general membership)</p> <ul style="list-style-type: none"> - SP noted that the overdue debtors report was placed in the Shared Drive. No action was needed by GenCom at this time. 	
4	<p>Human Resource matters</p>	
4.1	<p>Search for a new general manager</p> <ul style="list-style-type: none"> - The previous general manager (Paul Arkwright) had resigned, and Billy Ng took over as acting general manager on 25 November. - It was agreed that the Club would conduct its own search for a permanent general manager before considering engaging a recruiter. - NF suggested that GenCom review the terms and conditions to be offered to any new general manager. - It was agreed that HR should have standard job descriptions and salary ranges for all Club positions. 	ALL

	<ul style="list-style-type: none"> - GenCom would discuss details of the general manager job description and recruitment timeframe at next month's meeting. 	
4.2	<p>Staff survey</p> <ul style="list-style-type: none"> - FH presented a summary of the results from the staff survey - It was noted that that this year's staff survey had a low response rate (25%), the lowest in any other year, and the results were therefore not representative of the whole. - It was agreed that the GM / HR manager be requested to: (i) report the results to the staff; (ii) take action on some of the key findings; (iii) report back to GenCom (via HRCOM). 	SP
4.3	<p>Staff Lai See Fund 2025</p> <ul style="list-style-type: none"> - Following discussion, it was agreed that the usual practice of members contributing one month's subscription to the Lai See Fund be continued for 2025. <i>(see Annex, Resolution #5)</i> - SR suggested that management clarify details about the allocation. 	ALL

5	<p>Subcommittees for 2024-25</p>	
5.1	<p>SP noted it was customary to form committees on the first GenCom meeting of the new term:</p> <p>Sailing Development Committee</p> <ul style="list-style-type: none"> - HJ would continue as chair, and all members of last year's committee would continue to serve this year. They would each handle roles suited to their individual skillsets. - HJ noted some Dragon parents had expressed interest in joining the Club. He suggested making membership pathways more user-friendly for parents. - HJ proposed that the Sailing Development Committee 2024-25 be comprised of the following members: Harvey JESSOP (chair), Michael ANDERSON, Donald CHOW, Thomas LAM, Alexander LIAUW, Aadarsh Natteri MANGADU, Michael VAN OMMEREN, Mariken VAN OMMEREN-BERNS, John SO, and Peter VINNER. - The proposal was passed by GenCom. <i>(see Annex, Resolution #6)</i> <p><i>19:45 HJ left the meeting</i></p>	ALL
5.2	<p>Finance Committee</p> <ul style="list-style-type: none"> - The Finance Working Group was created last year and had proven itself to be invaluable, especially in light of the Club's current financial situation. - MA proposed that a Finance Committee be formed in place of the Finance Working Group with Daniel CHAN as chair. - The proposal was passed by GenCom. 	

	(<i>see Annex, Resolution #7</i>)	
	<ul style="list-style-type: none"> - FinCom members and goals / objectives would be proposed at the December 2024 GenCom meeting. 	
5.3	<p>Sailing Committee</p> <ul style="list-style-type: none"> - BC confirmed that she would continue as SailCom chair for the coming year. - BC would propose a list of committee members at the December 2024 GenCom meeting. - BC noted new Standard Sailing Instructions (SSI) would be issued to reflect the new Racing Rules of Sailing (RRS). Central tasks this year would be to increase participation in races and to maintain the Club's commitment to safety. 	BC
5.4	<p>Marine Operations and Facilities Committee (Operations Committee)</p> <ul style="list-style-type: none"> - EL confirmed that he would continue as OpsCom chair for the coming financial year. - EL would propose a list of committee members at the December 2024 GenCom meeting. - Key objectives this year would be to reduce the cost of operations (through better maintenance and lower fuel prices, etc.), to further speed up the waiting list, and to formulate a new business policy to increase Marine sales. 	EL
5.5	<p>Environmental and Social Committee (ESCom)</p> <ul style="list-style-type: none"> - GenCom would look at combining ESCom with PWC next year, as many ESCom initiatives gave rise to projects. 	ALL
5.6	<p>Planning and Works Committee (PWC)</p> <ul style="list-style-type: none"> - SP noted that although traditionally, the vice commodore chaired PWC, this was not a hard requirement and suggested he remain as chair this year. - There were no objections. - MA suggested selecting PWC members with a greater variety of professional backgrounds this year. He also highlighted the need to look at the timeline for the widening of Hiram's Highway with respect to the PRL. 	SP/MA
5.7	<p>Powerboat and Hebe One Committee (Powerboat Committee)</p> <ul style="list-style-type: none"> - KK confirmed that he would remain as chair and committee members would remain unchanged for now. - KK noted that he would try and get new members to join the committee this year, including experienced powerboat engineers and that he hoped the committee would be able to increase awareness of sailing safety and help drive safety boats. - KK agreed to collaborate with F&BCom to explore ways to realise Hebe One's full revenue-generating potential. He would also give 	KK

	GenCom usage figures for the last two years to see if there was any change after charter fees were increased.	
5.8	<p>Membership Working Group (MemWG)</p> <ul style="list-style-type: none"> - AG informed that MemWG would decide on a chair in January 2025. There was a diverse range of younger members on the committee, and he would see if one of those younger members was interested in chairing the committee. He suggested that GenCom members could look at co-chairing some Club committees rather than chairing them. - GenCom would discuss at a later date whether the scope of MemWG should be expanded or otherwise adjusted to include other aspects such as Club PR and communications. <p>[Post-meeting Note: AG pointed out that pending further action by MemWG and ratification by GenCom, the Honorary Secretary (now Mike Sharp) is the Chair of MemWG, as per Resolutions #8 & 10 of 30 November 2023]</p>	ALL
5.9	<p>Sailability Steering Group</p> <ul style="list-style-type: none"> - SP recommended keeping the group, but suggested it meet every two months, or as necessary rather than every month. - AG and SP would confirm the committee chair and members at a later date. 	AG/SP/MS
5.10	<p>Governance Committee</p> <ul style="list-style-type: none"> - It was agreed that there was no need for a standing Governance Committee and that ad hoc working groups could be formed as and when issues arose. <p>[Post-meeting Note: AG pointed out that the Governance Committee remains in place unless and until Resolution #16 of 30 November 2023 is repealed]</p>	-
5.11	<p>Human Resources Committee</p> <ul style="list-style-type: none"> - SP noted that it was customary for the commodore to chair HRCom and proposed that he be the chair. - SP further proposed that the committee members remain the same as last year, save for Don Johnston who was no longer on the committee. SP suggested that, although Joseph LAU had resigned from GenCom, be permitted to remain on HRCom due to his long tenure on GenCom and HRCom. - No objections were taken. 	
5.12	<p>24 Hour Race Committee</p> <ul style="list-style-type: none"> - The committee chair would be confirmed in 2025. - SR noted that last year's committee was already planning for this year's race even though the committee was not yet officially 	ALL

	<p>formed.</p> <ul style="list-style-type: none"> - SR supported a non-GenCom member acting as chair so long as there was still a GenCom member on the committee. - AG suggested that the chair have a strong fundraising background to reduce the need for subsidization from the Club. - SR noted that he was working to ensure those involved in organising and running the 24 Hour Race had a complete list of sponsors and thanked each sponsor. He was currently addressing a related issue with St James's Place. 	
5.13	<p>F&B/House/Events Committee</p> <ul style="list-style-type: none"> - SP explained that Oliver Schuhmann had given the Club some very helpful initial feedback and recommendations since his appointment on 15 November 2024 as a business consultant to the Club on F&B and events. SP will forward the feedback and recommendations to GenCom for discussion. - After discussion with Oliver, it was proposed to retain the F&B Committee, but expand its remit to include house and events. A list of committee members would be proposed at the December 2024 GenCom meeting. The new committee would interface closely with Oliver to ensure coordination. - SP proposed that a F&B/House/Events Committee be formed with Carol BIDDELL as chair, effective 5 December 2024 (after David Lam steps down as chair of the current F&B Committee). - The proposal was passed by GenCom. <p><i>(see Annex, Resolution #8)</i></p>	<p>ALL</p> <p>CB</p>
5.14	<p>Fishing Group</p> <ul style="list-style-type: none"> - As one person showed up to the last presentation, so suggested cancelling the group. There was no objection. 	
5.15	<p>Paddling Group</p> <ul style="list-style-type: none"> - GenCom provisionally nominated StP to chair the Paddling Group. - The group's remit was to see whether it was viable to offer paddling at the Club, and if so, whether it should be run internally (via volunteers or through a department) or by engaging an external party. - MS noted he was organising a reciprocal agreement with VRC for watersports. - KK noted the Club already had 12 stand-up paddleboards and kayaks which were used for school camps but otherwise under-utilised. He suggested StP find an experienced boarder/kayaker to teach small groups and take students to nearby locations. - GenCom would continue this discussion at the December 2024 meeting. <p><i>20:39 EL left the meeting (rejoined at 20:46)</i></p>	<p>StP</p> <p>StP</p>
5.16	<p>Other committees</p>	

	- GenCom would deal with other committees next meeting.	ALL
5.17	<p>Committee Handbook review</p> <ul style="list-style-type: none"> - GenCom agreed it would revise the Committee Handbook in due course to reflect the new committees and their remits, as well as include guidance on the matter of non-members serving on Club committees. 	ALL
6	Membership matters	
6.1	<p>New Member applications -- Corporate</p> <ul style="list-style-type: none"> - MS noted that BalCom was considering a recent application for Corporate Membership, however had some concerns and further due diligence was required. 	MS
6.2	<p>New Member applications - Senior Associate</p> <ul style="list-style-type: none"> - MS informed the meeting that interviews had been held with three applicants: (i) Mr CHUNG, Wai Kit, (ii) Mr Stanley JONES, and (iii) Mr Alexey SUMCHENKO, and that the interviewers had recommended all three for election as Senior Associate Member members of the Club. - The proposal was passed by GenCom. <i>(see Annex, Resolution #9)</i> 	
6.3	<p>Full Member conversion</p> <ul style="list-style-type: none"> - MS informed the meeting that Aadarsh Natteri MANGADU (M-374) had applied to convert from a Senior Associate to Full Member of the Club. MS confirmed that the application was in order and recommended that it be approved. - The proposal was passed by GenCom. <i>(see Annex, Resolution #10)</i> 	
6.4	<p>Application to convert from Spouse Member to Senior Associate</p> <ul style="list-style-type: none"> - MS informed the meeting that there had been an application from Lisa CONWAY (C-276S), a Spouse Member, to convert to a Senior Associate Member. MS confirmed that the application was in order and recommended that it be approved. - The proposal was passed by GenCom. <i>(see Annex, Resolution #11)</i> 	
7	Other reports	
7.1	<p>In the interests of time, SP proposed that, unless there were any specific matters that needed to be drawn to the attention of GenCom or tabled for resolution, all other reports be taken as read.</p> <p>The following specific matters were raised:</p>	

7.2	<p>Serendipity incident</p> <ul style="list-style-type: none"> - BC explained that one of the key recommendations of Bob VART's report into the Serendipity was to upgrade the VHF communication systems for <i>Hebe One</i> and the ribs. - It was agreed that the Club would engage a VHF supplier / consultant to undertake a review of the Club's VHF needs and prepare a VHF system upgrading proposal for further consideration. - BC further explained that SailCom was looking into having different race categories for different boats. - Regarded the behaviour of one of the Club members towards members of staff during the incident, it was generally agreed that GenCom could not act on hearsay and needed to have a report from the staff concerned before it could consider taking any disciplinary action against the member. 	BC
7.3	<p>Talking Head incident</p> <ul style="list-style-type: none"> - BC reported that World Sailing safety panel and HKSF had asked her for a copy of Bob Vart's report on this incident. - GenCom agreed that, subject to Mr Vart's agreement, the report could be shared with the two organizations. - SR suggested that Mr Vart's report could be more specific about whether the Club's standard operating procedures (SOP) had been followed during the incident. SR also suggested to review the Club's SOPs with the Club's Safety Officer to see if they could be improved. - NF noted the coroner's inquest would also demand a higher level of detail than was present in the current report. - MA suggested that further discussion on the matter be conducted amongst interested GenCom members offline. 	BC/SP/AG ALL
8	AOB	
8.1	<p>December GenCom meeting</p> <ul style="list-style-type: none"> - SP informed the meeting that, in light of a number of time-critical issues, he would break with tradition this year and hold a meeting in December. 	ALL
8.2	<p>Email recipient acronyms</p> <ul style="list-style-type: none"> - CB requested that references to her in emails differentiate her from the Club's accounting manager, Carol Chan as there were frequent mix ups. 	ALL
8.3	<p>Length of committee reports</p> <ul style="list-style-type: none"> - It was generally agreed that the volume of material in reports to GenCom had become overwhelming. - NF suggested that monthly GenCom reports be no more than five pages long. 	ALL

8.4	<p>Diving group</p> <ul style="list-style-type: none"> - NF noted that divers were one of the biggest users of the Club besides sailors. - GenCom discussed the possibility of having a diving group at the Club, but noted there were already many local diving groups offering this activity and the Club may struggle to be competitive. 	
8.5	<p>Staff member purchasing fuel for the Club</p> <ul style="list-style-type: none"> - NF was aware that a member of staff used their own car to drive and buy cheaper fuel for the Club to save money. NF questioned whether this was the best approach. - SP to follow up with management. 	SP
8.6	<p>Presentation of Club finances to members</p> <ul style="list-style-type: none"> - MA offered to conduct an informal presentation at the Club for interested GenCom members about Club finances and FinCom's guidance to management regarding the budget. He would confirm dates with GenCom via WhatsApp. 	ALL
8.7	<p>Club links should be updated</p> <ul style="list-style-type: none"> - CB pointed out that many promotional materials and links were out of date or did not lead to the right information. - SP noted this was an ongoing issue and would discuss with management to designate someone as a single point of contact for PR and events. 	SP
8.8	<p>"Meet Lily XU" event at HHYC</p> <ul style="list-style-type: none"> - BC invited GenCom to meet Olympic gold medalist Lily Xu on 17 December 2024 at the Club. Twenty people had already signed up on the first day of registration. 	ALL
<p>There being no further business, the meeting closed at 21:20 hrs.</p>		
<p>The next meeting was scheduled to take place at 19:00 hrs on 19 December 2024.</p>		

Mr Sonny Payne
Commodore

Mr Michael Sharp
Honorary Secretary

ANNEX

MEETING OF THE GENERAL COMMITTEE HELD ON 28 NOVEMBER 2024

RESOLUTIONS

Resolution #1

THAT the following four resolutions carried out through WhatsApp since the previous GenCom meeting be ratified:

- (a) *THAT the minutes of the meeting of the General Committee held on 31 October 2024 be approved.*
PASSED (For: 12; Abstain: 3 (DC, BC, JL))
- (b) *THAT the Club enter into a consultancy agreement with OS2 Asia Limited (Oliver Schuhmann) to provide business consultancy services to the Club in respect of its F&B operations.*
PASSED (For: 9; Against: 1 (CY); Abstain: 5 (BC, EL, KK, DL, JL))
- (c) *THAT Bridget CHAN be authorised to represent the Club at the forthcoming AGM of the HKSF on 18 December 2024 AND THAT Bridget Chan be nominated to sit on the HKSF Committee for 2025.*
PASSED (For: 14; Abstain: 1 (BC))
- (d) *THAT Billy NG be appointed as the acting general manager of the Club until further notice.*
PASSED (For: 13; Abstain: 1 (NF); Absent: 1 (DL))

Proposer: SR; Seconder: CB

PASSED (For: 13; Absent: 2 (DC, StP))

Resolution #2

THAT the new Honorary Secretary, Michael SHARP, be appointed as the “company secretary” and the “designated representative” under sections 474 and 653ZC(1) of the Companies Ordinance (Cap. 622); AND THAT forms reflecting these changes be filed with the Companies Registry.

Proposer: SR; Seconder: CB

PASSED (For: 13; Absent: 2 (DC, StP))

Resolution #3

THAT Billy Ng be nominated as the reserve licensee for the Club’s liquor license (in place of Paul ARKWRIGHT) AND THAT forms reflecting this change be filed with the Liquor Licensing Board.

Proposer: SR; Seconder: CB

PASSED (For: 13; Absent: 2 (DC, StP))

Resolution #4

THAT the Club renew its Pleasure Craft Insurance for its fleet of 114 craft with its existing insurer at an annual premium of HK\$299,121.

Proposer: SP; Seconder: MA

PASSED (For: 13; Absent: 2 (DC, StP))

Resolution #5

THAT the Chinese New Year Lai See Fund be continued in 2025 on the same terms and conditions as in 2024.

Proposer: FH; Seconder: AG
PASSED (For: 13; Absent: 2 (DC, StP))

Resolution #6

THAT the Sailing Development Committee 2024-25 be comprised of the following members: Harvey JESSOP (chair), Michael ANDERSON, Donald CHOW, Thomas LAM, Alexander LIAUW, Aadarsh Natteri MANGADU, Michael VAN OMMEREN, Mariken VAN OMMEREN-BERNS, John SO, and Peter VINNER.

Proposer: MS; Seconder: CB
PASSED (For: 12; Abstain: 1 (MA); Absent: 2 (DC, StP))

Resolution #7

THAT a Finance Committee be formed in place of the Finance Working Group with Daniel CHAN as chair.

Proposer: MA; Seconder: CB
PASSED (For: 12; Absent: 3 (DC, HJ, StP))

Resolution #8

THAT a F&B/House/Events Committee be formed with Carol BIDDELL as chair, effective 5 December 2024.

Proposer: SP; Seconder: DL
PASSED (For: 11; Recuse: 1 (CB); Absent: 3 (DC, HJ, StP))

Resolution #9

THAT (i) Mr CHUNG, Wai Kit, (ii) Mr Stanley JONES, and (iii) Mr Alexey SUMCHENKO be elected as Senior Associate Members of the Club.

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

Resolution #10

THAT the application of Aadarsh Natteri MANGADU (M-374) to convert from a Senior Associate to Full Member of the Club be approved.

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

Resolution #11

THAT the application of Lisa CONWAY (C-276S) to convert from a Spouse Member to a Senior Associate Member of the Club be approved.

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

-End-