

THE HEBE HAVEN YACHT CLUB LIMITED
Minutes of the Meeting of the General Committee
held on Thursday 29 June 2023

Present:

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| Donald Johnston | DWJ | Commodore (in person) |
| Sonny Payne | SP | Vice Commodore (in person) |
| Aaron Goach | AG | Honorary Secretary (in person) |
| Daniel Chan | DC | Honorary Treasurer (in person) |
| Harvey Jessop | HJ | Rear Commodore—Sailing Development (via MS Teams) |
| Bridget Chan | BC | Rear Commodore—Sailing (via MS Teams) |
| Eddy Lo | EL | Rear Commodore—Marine Operations and Facilities (via MS Teams) |
| John (KK) Lo | KK | Chairperson—Powerboat and Hebe One Committee (via MS Teams) |
| Simon Robertson | SR | Chairperson—24 Hour Charity Dinghy Race Committee (via MS Teams) |
| Joseph Lau | JL | GenCom Member (in person) |
| David Lam | DL | GenCom Member (in person) |
| Carol Biddell | CB | GenCom Member (via MS Teams) |
| Frances Hurley | FH | GenCom Member (via MS Teams) |
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| Apologies: | | |
| Andrew Brown | AB | Chairperson—Environmental and Social Governance Committee |
| Clayton Yu | CY | GenCom Member |
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| In Attendance: | | |
| Paul C. Arkwright | PA | General Manager (in person) |
| Cali Cheung | CC | Executive Assistant (in person) |
| Katherine Tutschek | KT | Minute Taker (in person) |
| Helena Chung | HC | Interpreter (via MS Teams) |
| Zelos Cheng | ZC | IT Manager (in person) |

NOTE: There were 9 Resolutions, details of which are recorded in the attached Annex.

| The meeting commenced at 19:01 at HHYC | | |
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| No. | Item | Action |
| 1 | Conduct of the General Committee Meeting | |
| 1.1 | GenCom meeting quorum - A quorum of GenCom members were present (DWJ, AG, DC, KK, JL, DL, CB, FH) so, DWJ declared the meeting open. | |
| 1.2 | Welcome to new GenCom members - DWJ welcomed the new Honorary Treasurer, Daniel CHAN; and new GenCom member, David Lam, to GenCom. <i>19:02 EL and SP joined the meeting</i> <i>19:04 BC joined the meeting</i> | |
| 2 | Approval of minutes | |
| 2.1 | Special meeting of GenCom on 25 May 2023 - Minutes from the special meeting on 25 May 2023 were circulated to GenCom and approved. (Resolution #1 per Annex) <i>19:05 DC and DL recused themselves from the vote, as they were not yet members of GenCom on 25 May 2023.</i> <i>19:06 DC and DL rejoined the meeting.</i> | |
| 2.2 | GenCom meeting on 25 May 2023 - Minutes from the previous GenCom meeting on 25 May 2023 were circulated to GenCom and approved, subject to the following amendment which was confirmed by BC and HJ: Section 9.2 Open Dinghy Regatta - The event was very successful, and had a record number of participants from Hong Kong, Macau, Mainland China, Thailand and elsewhere. - HJ expressed that the HHYC Open Dinghy Regatta was designed to be a festival of sport to include a wide variety of classes of boats and levels of sailing. - However, some classes of OPI and ILCA were increasingly using the Open Dinghy Regatta as a selection regatta for the national team and the Club may need to factor this in for future regattas. - There were many enquiries from Mainland China, but not enough boats available. - The Club should find additional ways to borrow more boats and secure more funding, so that it could expand the | |

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| | <p>event.</p> <ul style="list-style-type: none"> - A significant amount of volunteers (~30%) did not show up for the event, which created a very large amount of work for race management. - Also, the race finish was not recorded. <p>(Resolution #2 per Annex)</p> <p><i>19:07 DC and DL recused themselves from the vote, as they were not yet members of GenCom on 25 May 2023.</i></p> <p><i>19:08 DC and DL rejoined the meeting.</i></p> | |
| 3 | Commodore's Report | |
| 3.1 | <p>The report was taken as read. Highlights followed:</p> <p>GenCom's response to the 25 May 2023 disciplinary hearing concerning a dog bite incident</p> <ul style="list-style-type: none"> - SP and AG had prepared a "Report to the General Committee on investigation into the conduct of Member X following three dog biting incidents on the Club's premises". - SP informed GenCom that the date in Incident #2 Paragraph 6 of the aforementioned Report should be corrected to 22 October 2022 rather than 22 October 2023. - After review, GenCom concluded that there was no material difference between Member X's testimony and the information obtained by the Club from CCTV footage and the victims' accounts. - Member X had agreed at the hearing that his dog (the "Black Dog") had bitten two people on the face and attacked another dog, and stated he would not bring the Black Dog to the Club again if that was GenCom's wish. - SP and AG recommended the Club issue a formal letter (undertaking) to Member X for him to sign, stating his agreement to abide by GenCom's decision to bar the Black Dog from the Club premises. - GenCom discussed whether just the Black Dog should be barred from the premises, or all animals Member X brought to the Club, and decided that it should include all animals. - If Member X was not amenable to signing the letter, or breached the letter after signing it, a disciplinary committee would be formed and GenCom would take further action. - The agreement and incident would be noted on his membership record. - Based on the discussion outlined above, SP proposed that Member X be given the opportunity to provide a written undertaking to the Club that he shall never again allow the Black Dog (or any other pets owned by him or under his control) onto the Club premises. - The proposal was approved by GenCom unanimously. <p>(Resolution #3 per Annex)</p> | |



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| | <p>19:16 HJ joined the meeting. 19:17 DWJ, DC and DL recused themselves from the vote. DWJ due to a conflict of interest, and DC and DL because they were not yet members of GenCom on 25 May 2023. 19:21 DWJ, DC and DL rejoined the meeting.</p> | |
| <p>3.2</p> | <p>Changes to Marine Bye-laws</p> <ul style="list-style-type: none"> - Proposed changes to Bye-laws 7.1, 8.2, 8.6, and 8.8 under Section 2 “Moorings, Berths and Hardstanding” were presented to GenCom, as well as the draft Member Notice informing Club members of the changes. - GenCom agreed to correct the grammar of the last line of Bye-law 8.6(d), by deleting “will be charged”, and putting a full stop after “facility fee.”. - GenCom also agreed to add the following words to Bye-law 8.6(d) “In exceptional cases with extenuating circumstances—as determined by the General Committee—if the General Committee approves such a request...”, to make it clear to Club members that if they wanted to apply for a craft change within 24 months of purchasing the original craft, just being able to pay the fee was not a guarantee of approval. - PA would ensure the Chinese version of the Bye-laws reflected the two changes above. - With regards to 8.6(b) and (c), GenCom discussed whether it was fair to expect purchasers be able to prove their intention in purchasing a craft with marine facilities attached to it. - EL said that the only legitimate reason an owner would need to replace a craft within 24 months of purchasing it would be if it was not seaworthy. In that case, the owner would need submit forms to MarDep to cancel the craft’s registration, as well as make changes to their insurance, and copies of these documents could easily be submitted to the Club as proof of the owner’s intention. - After considering the issues above, GenCom decided that the proposed wording was stronger than it had been prior to its amendment, and was sufficient to enforce the changes OpsCom and GenCom wished to make. - GenCom agreed that DWJ could now sign the Member Notice and agreed that applying the new regulations retrospectively was not appropriate, and that all applications would be processed under the laws in force at the time of application (i.e. the date the complete application—with all required documents—was submitted). - Therefore, subject to the amendments made above, EL proposed that Bye-laws 7.1, 8.2, 8.6, and 8.8 under Section 2 “Moorings, Berths and Hardstanding” of the Bye-laws of the Club as printed July 2019 be amended as shown in the Attachment to the Proposal dated 22 May 2023 to the General Committee with effect on 1 July 2023. - The proposal was approved by GenCom unanimously. (Resolution #4 per Annex) | <p>PA</p> <p>PA</p> <p>PA</p> |

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| | <i>19:33 SR joined the meeting.</i> | |
| 3.3 | <p>Nomination Committee (NomCom)</p> <ul style="list-style-type: none"> - Last year's NomCom members were in favour of GenCom providing further guidelines this year on what was expected from NomCom. - DWJ stated that the main purpose of NomCom was for trusted Club members to have a greater hand in selecting the future GenCom, rather than key choices just being made by the Commodore. - DWJ would reword the guidelines to better address succession planning and include a brief on the current GenCom. - DWJ showed GenCom members a list of GenCom vacancies at the 9 November 2023 AGM. - Each GenCom member may submit a list of five to seven nominations for NomCom by 6pm on 21 June 2023. - NomCom must be appointed at the July GenCom meeting in order to meet the deadline for the AGM. - All nominees, including current GenCom members, must agree to being nominated before their names could be put forward. | <p>DWJ</p> <p>ALL</p> <p>ALL</p> |
| 3.4 | <p>AGM report preparation</p> <ul style="list-style-type: none"> - The AGM booklet must be finished no later than 1 August 2023. - Therefore, PA requested all GenCom members submit their respective reports by 15 July 2023, to leave enough time for editing and compilation. - DWJ reminded GenCom members not to hand in their reports late, as it would put extra pressure on the team, who already had a very heavy workload organising the AGM. - FH asked whether paper copies of the booklets were a legal requirement, as it was not very environmentally-friendly. - SP would double check and report back to GenCom. | <p>ALL</p> <p>ALL</p> <p>SP</p> |
| 3.5 | <p>Hybrid meetings</p> <ul style="list-style-type: none"> - The Hong Kong Companies Ordinance had permitted holding general meetings in a hybrid format since 28 April 2023. - GenCom wanted to hold the 2023 AGM in a hybrid format, but needed to source the appropriate technology. - Not many companies in Hong Kong held hybrid meetings, and the Club's current service provider did not offer this option. - An Australian company called Lumi had a professional, streamlined system, but attention needed to be paid to maximise transparency of the vote counting process. DWJ emphasised that transparency was a must, especially in light of events in 2017. - A meeting with the Project Director of Lumi had been postponed until he recovered from COVID. - DWJ, PA, and ZC would verify the cost and look at options to increase transparency, then come back to GenCom with a recommendation. | <p>DWJ/PA</p> |

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| 3.6 | <p>Noteworthy incidents - vexatious claim for boat damages</p> <ul style="list-style-type: none"> - An ABC member booked a lift at HHYC on 27 March 2023, and instructed marine staff how to put the slings on his boat, which ended up damaging the boat. - The Club's Marine Department gave him the hardstand free of charge (at a value of ~HK\$4,000), as an amicable settlement for the damage caused to the boat. - Several days later, the same member arrived with a second boat and asked HHYC Marine staff to lift it. - The staff refused, so as to avoid risking causing damage to the boat. - The member spoke to the staff in a disrespectful manner and said he would sue the Club for damages to the first boat. - This member filed a claim against DWJ through the Small Claims Tribunal for a sum of HK\$6,000. The hearing was scheduled for 12 June 2023. - DWJ issued a defence letter on 15 June 2023, stating that the claim was vexatious, and should not be directed at him as an individual as he was not present at the incident, nor personally involved in it. - DL would offer DWJ suggestions on how to deal with the matter. | DL/DWJ |
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| 4 | Honorary Treasurer's Report - presented by DWJ and DC | |
| 4.1 | <p>The report was taken as read. Highlights followed:</p> <p>Preparation of the Honorary Treasurer's Report</p> <ul style="list-style-type: none"> - As this was DC's first meeting as Honorary Treasurer, this report was a joint effort between DWJ and DC. - DC would handle next month's report. | |
| 4.2 | <p>Control measures</p> <ul style="list-style-type: none"> - Earlier in the year, some members of GenCom raised concerns that the Budget might be too aggressive. - DWJ presented a graph to GenCom showing Operational Cash Plus Interest FYE 2024, which showed that the Club's actual costs are in line with actual revenue. If the Club continued on this trajectory, its EBITDA plus interest would be on track at the end of the year. - DWJ emphasised that the amount of cash the Club generated was the most important factor, as it allowed the Club to pay its CapEx and increase bank savings. | |
| 4.3 | <p>Member recruitment</p> <ul style="list-style-type: none"> - BC noted that member recruitment was behind target. - PA explained it was due to a temporary shortage in manpower, but should improve in a couple months' time. - A new membership assistant would be beginning work at the end | |

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| | <p>of July, and there were candidates for a membership-focused PR role.</p> <ul style="list-style-type: none"> - PA would also assist more with member recruitment once he had finished organising the move to PSWC. - In the meantime, PA and his team had contacted previous new member applicants who lacked sailing experience, and got them involved in activities through the Sailing Centre. - Some of these new member applications would be processed tonight. - GenCom would look at offering new members the option of paying their entry fee in monthly instalments, similar to RHKYC. The Club already offers the option of paying in three instalments (Article 11.1(i)). - DWJ expressed confidence in PA's plan and trajectory, noting that between 31 March 2022 and 31 May 2023, there was a net increase of 102 members paying subscription fees, with 21% in the 20-50 age group. This was evidence that GenCom's current strategies were moving the Club in the right direction. <p><i>20:14 SR left the meeting</i></p> | ALL |
| 4.4 | <p>Audit report - GenCom members' remuneration</p> <ul style="list-style-type: none"> - A fee of HK\$27,500 was listed as an expense for FYE 2023 in Item 7 of the Notes to Financial Statements: GenCom Members' Remuneration. - DWJ explained to GenCom that it was remuneration for running safety and mark laying boats by PVOL-qualified members of Club, two of whom were GenCom members. - GenCom could discuss its remuneration policy at the next GenCom meeting, but could not change the remuneration paid out in FYE 2023. - The auditor noted that these sums were not material. | ALL |
| 4.5 | <p>Audit report - conditional approval</p> <ul style="list-style-type: none"> - The auditors stated there would likely not be any more changes to the report. Therefore, the finalised report would be given back to the Club to sign. - DC proposed that the Audited Financial Statements for the Financial Year Ended 31 March 2023 be approved and that the Honorary Secretary, the Honorary Treasurer, and the Commodore be authorised 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 2023 and then sign the relevant pages on behalf of the General Committee. - The proposal was approved by GenCom unanimously. (Resolution #5 per Annex) | |
| 4.6 | <p>Audit report - Letter of Representation</p> <ul style="list-style-type: none"> - No further changes would likely be made to the Letter of | |

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| | <p>Representation. Therefore, conditional approval was not needed from GenCom, just final approval.</p> <ul style="list-style-type: none"> - The letter served as a declaration by the Club that the audit report was a faithful account of the Club's affairs. - DC 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 2023. - The proposal was approved by GenCom unanimously. (Resolution #6 per Annex) | |
| 4.7 | <p>Audit report - Business Review</p> <ul style="list-style-type: none"> - Last year was the first year the Club included a Business Review in their audit report. This year's Review was drafted without the Chairman's report, and the information in it had been fact-checked by GenCom. - Minor enhancements were made to the wording of the document. DWJ requested conditional approval from GenCom to sign in confirmation of these changes if the auditors approved them. - DWJ proposed that the Business Review for the Financial Year Ended 31 March 2023 be approved, and that the Commodore be authorised to make such minor amendments (if any) as necessary to finalise the Business Review for the Financial Year Ended 31 March 2023, and then sign the relevant page on behalf of the General Committee. - The proposal was approved by GenCom unanimously. (Resolution #7 per Annex) | |

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| 5 | Honorary Secretary's Report | |
| 5.1 | <p>The report was taken as read. Highlights followed:</p> <p>New member applications</p> <ul style="list-style-type: none"> - The Club was continuing to work through the backlog of new member applications. - The Club received six new member applications this month, one of which was deferred from the February 2023 GenCom meeting, and had now fulfilled the Club's sailing requirement. - After discussion, four were approved. (Resolution #8 per Annex) | |
| 5.2 | <p>Sailability report</p> <ul style="list-style-type: none"> - Sailability had transferred HK\$1 million in unlocked funds from their Standard Chartered account into the account the Club managed on their behalf. - GenCom was delighted to hear that HHYC Life Member and Co-founder and CEO of Sailability, Kay RAWBONE, was awarded the British Empire Medal (BEM) by King Charles III for her "services to | |

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| | inclusive sailing in Hong Kong". | |
| 5.3 | Overdue debtors (not for release to the general membership) - All overdue debtors had settled their debts. | |

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| 6 | General Manager's Report | |
| 6.1 | The report was taken as read. Highlights followed: Car parking concessions - PA would circulate a report on car parking to GenCom shortly. | PA |
| 6.2 | Member comments - F&B staff and budget concerns - Chris HANSELMAN emailed PA with some comments and questions about F&B staffing and the budget. - PA responded to his questions, and invited him to meet and discuss his concerns further. - Mr HANSELMAN declined, saying he preferred an informal meeting with PA or DWJ when he saw them at the Club. | |
| 6.3 | Member comments - sailing schedule - Mark ASHTON had given feedback on several areas of Club operations. - PA was working on addressing each of the points Mr Ashton mentioned. | |
| 6.4 | Member comments - missing dinghy - Mr MORTEN's Tender slipped from its mooring. - Club staff made sure the boat was now properly tied. | |
| 6.5 | Blood donations - CB suggested HHYC collect blood donations for a girl with O-blood. - GenCom supported the idea, and agreed there was a scarcity of blood stock in Hong Kong. - PA would look into getting Red Cross to set up a blood donation station at PSWC once a month. - SP confirmed that if the station was manned by Red Cross, there would be no liability for the Club. | PA |
| 6.6 | Website and IT - server data loss - The Club's main server went down on 26 June 2023. - Unlike previous occasions when the server shut down, this time when it rebooted, it required a 48-bit password bitlocker key to unlock it. | |



- ZC contacted the previous two IT Managers at the Club, but they did not know the password, or who may have activated this function.
- Unbeknownst to the Club, the server's automatic back-up function had also been malfunctioning, and as a result, three months of data was locked in the server, could not be accessed and was without backup.
- No local vendors were capable of unlocking the data. However, there was a foreign company called HelpRansomware who might be able to.
- ZC contacted a financial services company in Hong Kong who had used HelpRansomware to recover lost data, and they expressed confidence in HelpRansomware's services and found them trustworthy.
- HelpRansomware's quotation was broken down into two stages:
 - i. a diagnostic test costing ~HK\$4,000, which would assess whether any of the data could be recovered; and
 - ii. the data recovery stage, which would cost between HK\$68,000-450,000 depending on how much data was recovered.
- BC noted that if only part of the data could be recovered it would be unusable, as the names and order would be scrambled, so it was only worth paying for stage two if all the data could be recovered.
- GenCom brainstormed other possible ways of recovering the lost data, such as through old emails. However, accounting data would have to be manually re-inputted using paper records, which would take approximately four to six months of manhours on top of the regular workload.
- As there was no other way to recover the data, GenCom agreed that PA should proceed with the diagnostic stage, provided due diligence was carried out, an international NDA was in place, and there were no legal issues with (personal) data privacy—at a cost of HK\$4,000.
- GenCom would decide whether to proceed with stage two after stage one was complete.
- PA would make sure a clear payment schedule was in place for stage two, and BC, DC, and ZC would help come up with criteria to ensure the data obtained would be usable.
- ZC would also obtain a template of HelpRansomware's report, to see what information it would provide, and if it could identify how this problem occurred.
- GenCom agreed that the Club should carry out an IT infrastructure and security review, and in future, management should monitor daily server back-up and make sure the server key was kept in a safe place.
- ZC was collecting proposals for the IT review, and PA would help better organise IT staff and management's workload so they were not stretched too thin.

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PA/BC/DC

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| 6.7 | <p>Noteworthy incidents</p> <ul style="list-style-type: none"> - PA successfully completed Occupational Safety Management training in June. - The Club had replaced the national flag outside its facility after repeated complaints to HAD by a third party that it was faded and not in good condition. | |
| 6.8 | <p>Reciprocal membership with Club Lusitano</p> <ul style="list-style-type: none"> - Club Lusitano, a private Portuguese dining club with over a 150-year history. Located in Central, it offers fine dining facilities, a café, meeting and event space. - Club Lusitano was interested in a reciprocal arrangement with HHYC, whereby each club's members could use the other's dining and event facilities and Club Lusitano members could join sailing and sail training activities at HHYC. - This would offer HHYC members a convenient downtown location to go after work, as well as an upscale option for weddings and other fine dining events. - Each club would prioritise their own membership, and—subject to booking—offer free tables to the other club members. - HHYC would co-market events with Club Lusitano, which would increase footfall at HHYC, help fulfil its “opening up” requirement under the PRL, and lead to increased revenue on sail training courses and should also help attract new members to join HHYC (with this additional reciprocal benefit to them). - Club Lusitano had already expressed interest in HHYC's sailing courses. - Club Lusitano's membership (~350 members) was smaller than HHYC's, and would not overwhelm HHYC facilities. - Club Lusitano's General Committee had already agreed to reciprocal membership, provided HHYC's General Committee was also in favour. - GenCom agreed that this would be a mutually beneficial relationship, and enhance the Club's service offerings and revenue-earning potential. - GenCom would discuss details such as pricing for Club Lusitano members at a later date (i.e. whether they would be charged at a member rate, non-member rate, or charged a premium). - PA would begin the due diligence process and prepare the reciprocal agreement. - AG proposed that the Club extend reciprocal usage rights to members of Club Lusitano Hong Kong, provided that: <ul style="list-style-type: none"> i. members of Club Lusitano Hong Kong exercising those reciprocal rights shall exercise those rights in accordance with the Bye-laws of the Club and shall be bound by them as though they were members of the Club; and ii. where the reciprocity arrangements impose restrictions upon the use of particular Club facilities, any entitlement to use such facilities which is provided for in the Bye-laws of the Club shall not extend to such members of Club Lusitano. - The proposal was approved by GenCom unanimously. | <p>ALL</p> <p>PA</p> |

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| | (Resolution #9 per Annex) | |
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| 7 | Planning and Works Committee Report | |
| 7.1 | <p>The report was taken as read. Highlights followed:</p> <p>Lease modification - update</p> <ul style="list-style-type: none"> - The lease modification was one of PWC's most important tasks at the moment; as the boatracks survival depended on it. - The application for lease modification was submitted in September 2022, and included the existing boatracks, proposed transformers, and proposed Regatta Deck. - The Lands Department (LD) sent the Club a letter in March 2023 seeking clarification on some details of the lease modification, and Knight Frank sent a response last week. | |
| 7.2 | <p>Lease modification - ongoing action</p> <ol style="list-style-type: none"> i. General Building Plan (GBP) for the Regatta Deck - the architect was developing the two-storey option with estimated completion late next month. It was a flexible, minimalist plan. ii. A paper for the Culture, Sports and Tourism Bureau (CSTB) to obtain their policy support - LD would not approve the modification without the policy support; therefore, the paper was the most crucial step of the lease modification at the moment. SP and CY were working on the paper. | |
| 7.3 | <p>Slipway</p> <ul style="list-style-type: none"> - Restoration works to Slipway no. 2 were approved by written resolution on 25 June 2023. - The new slipway would be in place in a couple of weeks. | |

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| 8 | Marine Operations and Facilities Committee Report | |
| 8.1 | <p>The report was taken as read. Highlights followed:</p> <p>VX One</p> <ul style="list-style-type: none"> - EL agreed that the VX One boat would help promote Club activities. However, he felt the boat(s) should be given limited hardstand space so as not to take up space that could be offered to people on the hardstand waiting list, especially as some people on the list own sailboats rather than powerboats. - On the issue of creating space to house the VXOne, BC pointed out that rather than competing for space from members on the existing waiting list, this was new space created by removing the container offices. BC added that the Club should consider establishing limitations to the VXOne space such ensuring there | |

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| | were no grandfather rights attached to it and that usage was subject to the vessel being used for HHYC racing commitments, to ensure purchasing the VX One would bring maximum benefit to HHYC sailing activities. | |
| 9 | Sailing Committee Report | |
| 9.1 | <p>The report was taken as read. Highlights followed:</p> <p>Sailing updates</p> <ul style="list-style-type: none"> - The 2023 Summer Saturday Series and 2023 Typhoon Series both had higher number of participants than last year. This was a positive development. - Some issues had arisen, but BC would speak with those involved and address the issues. | |
| 9.2 | <p>(Major) Local International Events funding</p> <ul style="list-style-type: none"> - HKSF said it would be very difficult for HHYC to get MLIE funding for the Open Dinghy Regatta and Match Racing Nationals, so BC, Rob ALLEN, and PA decided to only apply for LIE funding. - It was noted that HKSF would only award LIE funding to three events selected from all applicants across Hong Kong. | |
| 9.3 | <p>Sailing mentorship programme</p> <ul style="list-style-type: none"> - The programme was on hold until SC staff had more time to address it. | |
| 9.4 | <p><i>Hebe One</i> dragging anchor</p> <ul style="list-style-type: none"> - <i>Hebe One</i> was now fitted with a 100-metre anchor chain. - Staff would continue to monitor the issue. | |
| 9.5 | <p>Over-expansion of the Sailing Centre</p> <ul style="list-style-type: none"> - Some SailCom members were concerned the Sailing Centre was busier than it could handle. - BC felt it was partly a management issue, and that with better processes in place, better allocation of staff, and better collaboration between departments, the issue should not be hard to resolve. - PA noted that the Sailing Centre and Marine Department were working to improve their cooperation. - Also, Event Orders were now issued at least one week before each major Club event, and outlined each department's responsibilities and staff allocations. This had improved management of activities. - However, another aspect was that there was a shortage of SC staff to handle administrative tasks, and management often had to help out with SC administrative work. - PA was working on getting more staff into the Sailing Centre who | |

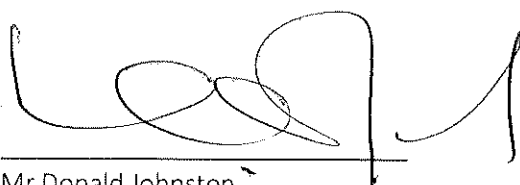
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| | could better cope with admin work—and one former SC staff centre had agreed to return already. | |
| 9.6 | <p>60th Anniversary Race</p> <ul style="list-style-type: none"> - This was an important race, and would contribute a lot to the Club's celebrations. - By charging HK\$500 per entry, the Club would make a small surplus even before factoring in any extra revenue from F&B sales. - BC stressed that the Club was not giving anything free away to non-members. | |
| 10 | 24 Hour Charity Dinghy Race Update | |
| 10.1 | <ul style="list-style-type: none"> - The report was taken as read. - DWJ would speak with SR regarding charity donation issues and report back to GenCom. | DWJ |

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| 11 | Sailing Development Committee Report | |
| 11.1 | <p>The report was taken as read. Highlights followed:</p> <p>VX One pathway</p> <ul style="list-style-type: none"> - A potential member who was originally interested in joining HHYC because of the VX One boat it recently purchased. However, the person did not end up joining the Club, preferring instead to take up a special offer at RHKYC. - HJ would look into what the special offer was, but recommended the Club move quickly to promote introductory sailing offers and pathways. - HJ and FH noted that the VX One pathway was misrepresented in Item 11.1 of the March GenCom meeting minutes. The pathway was not just for elite sailors, but rather open to sailors in general. - DWJ had drafted a response to a Club member's comment about Item 11.1, and would circulate it to GenCom after this meeting for comments before sending it out. | DWJ/ALL |
| 11.2 | <p>ILCA Asian Championships</p> <ul style="list-style-type: none"> - FH congratulated HJ on Peter JESSOP on winning two gold medals in the ILCA6 Youth under 19 and ILCA6 Men's category (aged 15), and Jeremy MA winning two bronze medals in the same categories. - HHYC sailors winning medals could increase the Club's chances of receiving government funding, and HJ was compiling a list of HHYC medal winners to use in future funding applications. - PA would seek BC's and HJ's input when drafting the application for LIE funding (see Item 9.2 of these Minutes). | <p>HJ</p> <p>PA/HJ</p> |

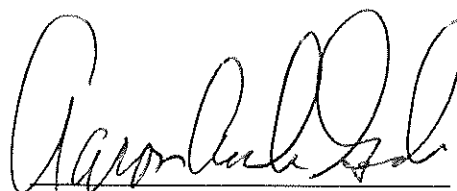
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| 12 | Powerboat and <i>Hebe One</i> Committee Report | |
| 12.1 | <p>The report was taken as read. Highlights followed:</p> <p>Air conditioner for <i>Hebe One</i></p> <ul style="list-style-type: none"> - An air conditioner ordered six months ago had finally arrived and was installed on <i>Hebe One</i>. - There were now four functional air conditioning units on board. - Members commented that the boat was again sufficiently cool. | |
| 12.2 | <p>VX One promotion</p> <ul style="list-style-type: none"> - KK suggested HJ work with the Powerboat Committee to promote the VX One pathway to the general membership, and show them it was not just for elite sailors. - HJ and KK would set up a date to meet. | KK/HJ |
| 13 | Events Working Group Report | |
| 13.1 | <ul style="list-style-type: none"> - The report was taken as read. | |
| 14 | Environmental and Social Governance Committee Report | |
| 14.1 | <p>The report was taken as read. Highlights followed:</p> <p>Clean Pak Sha Wan Day</p> <ul style="list-style-type: none"> - Traditionally, the Club has held a simple buffet for volunteers at a cost of ~HK\$8,000, and provided transportation to bring them to the surrounding beaches at a cost of ~HK\$2,300. - GenCom would discuss at a later date whether the Club should provide free food at events without a sponsor. <p><i>22:09 SR rejoined the meeting</i></p> | ALL |
| 15 | Human Resources Report | |
| 15.1 | <p>The report was taken as read. Highlights followed:</p> <p>Occupational Health and Safety (OS&H)</p> <ul style="list-style-type: none"> - The Labour Department rolled out a system of signals known as the Heat Stress at Work Warnings, which dictated how long employees must be allowed to rest when working in hot environments. | |
| 15.2 | <p>Human Resources Information System (HRIS)</p> <ul style="list-style-type: none"> - Work was ongoing to select a proper HRIS system. | |

| | | |
|------|--|--------|
| 15.3 | <p>Staff separations</p> <ul style="list-style-type: none"> - The Club needed to reduce the number of separations, which would be mitigated by increasing the training of current staff to help retain staff. - DWJ noted that the issue of staff separations was not unique to the Club and was an issue in Hong Kong generally. | |
| 15.4 | <p>Staff training</p> <ul style="list-style-type: none"> - Staff training was still ongoing. - Training would aim to further enhance staff productivity with computer proficiency being an important part of this. | |
| 15.5 | <p>Staff engagement survey</p> <ul style="list-style-type: none"> - This year's survey would follow the same process and format as the last two years. | |
| 15.6 | <p>Staff legal action</p> <ul style="list-style-type: none"> - Legal action launched by a staff member regarding a workplace injury that occurred in 2020 was dropped as there were no grounds. | |
| 16 | AOB | |
| 16.1 | <p>Paddling group</p> <ul style="list-style-type: none"> - SR was still working on a proposal and would report back to GenCom next meeting. | SR |
| 16.2 | <p>Going away get-together for Kay PATTERSON</p> <ul style="list-style-type: none"> - GenCom felt it would be appropriate to have a small cocktail party for Kay Patterson in advance of her departure, as thanks for her service on the General Committee. - DWJ and PA would speak with Ms Patterson and see if she was open to the idea, and what date would be suitable. | DWJ/PA |

There being no further business, the meeting closed at 22:19 hrs.
The next meeting was scheduled to take place at 19:00 hrs on 27 July 2023.



Mr Donald Johnston
Commodore
GenCom Meeting Minutes



Mr Aaron Goach
Honorary Secretary

ANNEX

MEETING OF THE GENERAL COMMITTEE HELD ON 29 JUNE 2023

RESOLUTIONS

Resolution #1

THAT the minutes of the disciplinary hearing on 25 May 2023 be approved.

Proposer: DWJ; Seconder: JL

UNANIMOUS (For: 9; Recused: 2 (DC, DL); Absent: 4 (AB, CY, SR, HJ))

Resolution #2

THAT the minutes of the meeting of the General Committee held on 25 May 2023 be approved, subject to the following amendment:

Section 9.2 Open Dinghy Regatta

- The event was very successful, and had a record number of participants from Hong Kong, Macau, mainland China, Thailand, and elsewhere.
- HJ expressed that HHYC Open Dinghy Regatta was designed to be a festival of sport to include a wide variety of classes of boats and levels of sailing.
- However, some classes of OPI and ILCA were increasingly using the Open Dinghy Regatta as a selection regatta for the national team, and the Club may need to factor this in for future regattas.
- There were many enquiries from mainland China, but not enough boats available.
- The Club should find additional ways to borrow more boats and secure more funding, so that it could expand the event.
- A significant amount of volunteers (~30%) did not show up for the event, which created a very large amount of work for race management.
- Also, the race finish was not recorded.

Proposer: BC; Seconder: JL

UNANIMOUS (For: 9; Recused: 2 (DC, DL); Absent: 4 (AB, CY, SR, HJ))

Resolution #3

THAT Member X be given the opportunity to provide a written undertaking to the Club that he shall never again allow the Black Dog (or any other pets owned by him or under his control) onto the Club premises.

Proposer: SP; Seconder: AG

UNANIMOUS (For: 9; Recused: 3 (DC, DL, DWJ); Absent: 3 (AB, CY, SR))

Resolution #4

THAT Bye-laws 7.1, 8.2, 8.6, and 8.8 under Section 2 "Mooring, Berths and Hardstanding" of the Bye-laws of the Club as printed July 2019 be amended as shown in the Attachment to the Proposal dated 22 May 2023 to the General Committee with effect on 1 July 2023.

Proposer: EL; Seconder: AG

UNANIMOUS (For: 13; Absent: 2 (AB, CY))

Resolution #5

THAT the Audited Financial Statements for the Financial Year Ended 31 March 2023 be approved and that the Honorary Secretary, the Honorary Treasurer, and the Commodore be authorised 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 2023 and then sign the relevant pages on behalf of the General Committee.

Proposer: DC; Seconder: AG
UNANIMOUS (For: 12; Absent: 3 (AB, CY, SR))

Resolution #6

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 2023.

Proposer: DC; Seconder: AG
UNANIMOUS (For: 12; Absent: 3 (AB, CY, SR))

Resolution #7

THAT the Business Review for the Financial Year Ended 31 March 2023 be approved, and that the Commodore be authorised to make such minor amendments (if any) as necessary to finalise the Business Review for the Financial Year Ended 31 March 2023, and then sign the relevant page on behalf of the General Committee.

Proposer: DWJ; Seconder: DC
UNANIMOUS (For: 12; Absent: 3 (AB, CY, SR))

Resolution #8

THAT the following persons be elected as Senior Associate Members of the Club:

- (i) Mr Liam CHENG King Hung;
- (ii) Mr Ricky SUNG Ling Fung;
- (iii) Mr Eric SZE Kin Wah; and
- (iv) Mr Derek WU Sai Hoi.

Proposer: AG; Seconder: JL
UNANIMOUS (For: 12; Absent: 3 (AB, CY, SR))

Resolution #9

THAT the Club extend reciprocal usage rights to members of Club Lusitano Hong Kong, *provided, however,* that (i) members of Club Lusitano Hong Kong exercising those reciprocal rights shall exercise those rights in accordance with the Bye-laws of the Club and shall be bound by them as though they were members of the Club and (ii) where the reciprocity arrangements impose restrictions upon the use of particular Club facilities, any entitlement to use such facilities which is provided for in the Bye-laws of the Club shall not extend to such members of Club Lusitano.

Proposer: AG; Seconder: DC
UNANIMOUS (For: 12; Absent: 3 (AB, CY, SR))

-End-

