

THE HEBE HAVEN YACHT CLUB LIMITED
Minutes of the Meeting of the General Committee
held on Thursday 31 March 2022

Present:

Donald Johnston	DWJ	Commodore (in person)
Robert Quinlivan	RQ	Vice Commodore (in person)
Sonny Payne	SP	Honorary General Secretary (in person)
Aaron Goach	AG	Honorary Treasurer (in person)
Eddy Lo	EL	Rear Commodore—Operations (via MS Teams)
Harvey Jessop	HJ	Rear Commodore—Sailing Development (in person)
Bridget Chan	BC	Rear Commodore—Sailing (via MS Teams)
Sean Baylis	SB	Chairperson—Sustainability Committee (via MS Teams)
John (KK) Lo	KK	Chairperson—Powerboat Committee (via MS Teams)
Frances Hurley	FH	Chairperson—24 Hour Race Committee (via MS Teams)
Jimmy Lau	JiL	GenCom Member (via MS Teams)
Joseph Lau	JL	GenCom Member (via MS Teams)
Simon Robertson	SR	GenCom Member (via MS Teams)
<u>Apologies:</u>		
Andrew Badenhorst	AB	GenCom Member
Kay Patterson	KP	GenCom Member
<u>In Attendance:</u>		
Paul C. Arkwright	PA	General Manager (in person)
Katherine Tutschek	KT	Minute Taker (via MS Teams)
Helena Chung	HC	Interpreter (via MS Teams)
Chris Lam	CL	IT Manager (in person)



NOTE: There are 12 Resolutions, details of which are recorded in the attached Annex.

The meeting commenced at 19:14 at HHYC		
No.	Item	Action
1	Conduct of the General Committee Meeting	
1.1	<p>GenCom meeting quorum A quorum of General Committee (GenCom) members personally present at the meeting having been constituted (DWJ, RQ, SP, AG, HJ), DWJ declared the meeting open.</p>	
1.2	<p>Invitation to GC members to attend the meeting by MS Teams The five GenCom members personally present at the meeting resolved to invite all other GenCom members to join the meeting and vote via MS Teams. The resolution was passed unanimously. (Resolution #1 per Annex)</p>	
2	Approval of minutes	
2.1	<p>Minutes from the previous GenCom meeting on 3 March 2022 were circulated to GenCom, taken as read, and approved unanimously. (Resolution #2 per Annex)</p>	
3	General Manager's Report	
3.1	<p>COVID-19 update</p> <p>Dining arrangements:</p> <ul style="list-style-type: none"> - Government-approved clear Perspex partitions have been put on Club dining tables so families of four can be safely seated at the same table. - Balcony covers and floorplan have been reconfigured in line with social distancing and FEHD mandates to maximise the number of guests that can be accommodated. - Self-scanning for members has been implemented in the restaurant. <p>Update from MarDep and Marine Police:</p> <ul style="list-style-type: none"> - No mask is needed aboard your own private pleasure vessel. - A maximum of two households are permitted aboard (not including paid crew members). <p>Staff testing:</p> <ul style="list-style-type: none"> - All staff who tested positive for COVID-19 have now tested negative and returned to work. 	

	<ul style="list-style-type: none"> - The Club has fully transitioned to at-home self-testing every three days for staff. The General Manager (GM) tests every day. - Human Resources has procured and administered one set of free antibody tests to all staff. - All on-site contractors and visitors must take a supervised RAT test. - If government policy regarding COVID-19 changes on 21 April 2022, the Club will consider adjusting its current testing programme. 	
3.2	<p>Club website revamp</p> <ul style="list-style-type: none"> - Ricoh has agreed to give the Club a full refund of project fees. They will not submit a tender for a second time. - The Club is obtaining quotes from three other vendors. - Bookwhen software was demonstrated to the Sailing Centre this week. The Club has purchased an account. - CMS has held payroll software training sessions for Club staff. Facial recognition will be implemented 1 April 2022. <p><i>19:20 FH left the meeting</i> <i>19:21 FH rejoined the meeting</i></p>	
3.3	<p>Removal of tent</p> <ul style="list-style-type: none"> - The tent and ancillary items have been removed. - Following an inspection by Lands Department (LD), the Club can obtain full approval from Home Affairs Bureau (HAB) for the boatrack construction and lease modification. <i>(Post-meeting note: LandsD came to inspect the Garden Bar area at 4.30pm on 21 April 2022).</i> - Umbrellas currently provide shade to the Garden Bar, and the Club is investigating retractable canopies to provide a longer-term solution for shade and shelter from the rain. - PA presented interim contingencies for sail training in case of poor weather. 	
3.4	<p>Upcoming Club meetings</p> <ul style="list-style-type: none"> - AoA Member's Webinar has been postponed to 7 April 2022. SP will stand in if Fred Kinmonth is unable to attend. - The date of the General Meeting of Members (GMM) TBD is pending the results of AoA Member's Webinar. - Annual General Meeting (AGM) - 10 November 2022. - PA has concerns the Hong Kong Academy, will not be able to handle an event of this scale, have their own challenges with education rules, and has had a lack of response from them to date. - Sai Kung WM Hotel is the proposed venue for the GMM and 2022 AGM. The total cost for all services is comparable to those from previous years. 	

3.5	<p>HAB focus group meeting on government sports objectives</p> <ul style="list-style-type: none"> - KPMG ran the focus group and will prepare a report for HAB, which will then be submitted to LegCo for approval. - The report will collate stakeholder feedback and proposed solutions to the current challenges faced by sports clubs in Hong Kong. PA circulated notes from the initial meeting which he attended on behalf of HHYC detailing core aims including increasing the role of sports in the educational curriculum, building a culture of sports (and celebrating sporting success) in Hong Kong and requesting government subvention to help attract talented sailing instructors to sports clubs. <p><i>19:27 SR joined the meeting</i></p>	
3.6	<p>Minimum F&B charge survey</p> <ul style="list-style-type: none"> - PA collated and presented the minimum F&B charges via the Club Managers Association (CMA) from clubs across Hong Kong. - HHYC and FCC have the lowest minimum F&B charge of all the clubs surveyed. 	
3.7	<p>Sara Houghton's Report</p> <ul style="list-style-type: none"> - All items have been addressed. Therefore, this item will be removed from future meeting agendas. - Remaining progress updates will be included in the Club website and IT section of the agenda. - GenCom thanked Sara for her excellent work and effort preparing the report. 	
3.8	<p>Noteworthy incidents</p> <ul style="list-style-type: none"> - S1 berth and sale of ONYA: in progress. Awaiting dated berthing transfer agreement from the new buyer. PA thanked OpsCom for carrying out due diligence in this matter. - Minor oil leak from GI works barge: resolved. The contractor was issued a formal warning. - Disposal of Club assets: resolved. Eleven fully-depreciated dinghies were disposed of, sold to members, and removed from Club property. The sale generated \$42,000 revenue for the Club. - Office renovations: in progress (see PWC Report). - 24 Hour Charity Dinghy Race: in progress. 24 HRCom kick-off meeting was held on 28 March 2022. 	
4	<p>Operations Committee Report</p>	
4.1	<p>Monthly update – Feb 2022 figures</p> <ul style="list-style-type: none"> - P&L statement: there was a decrease in marine revenue YOY primarily due to increased cost of services and Club closure. 	



	<ul style="list-style-type: none"> - Waiting list: eight members joined the list, two cancelled. - Empty swings and hardstand: two swing moorings were offered. - Boat changes: one change (sail → motor). - Grandfather right transfers: two changes (one sail, one motor). - GenCom suggested the possibility of adjusting the Articles to stipulate how many berths must be reserved for sailboats/motor boats. <p>19:41 Jil left and rejoined the meeting 19:41 DWJ left and rejoined the meeting</p>	
4.2	<p>New crane delivery (TEX412102)</p> <ul style="list-style-type: none"> - All requisite pre-shipping inspection and testing, and payments have been completed and the crane has been shipped from Europe. - Estimated arrival in Hong Kong on 4 May 2022. - Estimated delivery to HHYC on 18 May 2022. (<i>Post-meeting note: current ETD, as at 22 April 2022, is 2 May 2022</i>). 	
4.3	<p>Body camera for security personnel and dock master</p> <ul style="list-style-type: none"> - Body cameras have been delivered and will be tried out next week (week of 3 April 2022). - The Dockmaster feels body cameras will help make her feel safer, and make it easier for management to follow up on any future incidents or altercations. 	
4.4	<p>Pilot study to convert sampan motors to electric - presented by DWJ</p> <ul style="list-style-type: none"> - A staff meeting will be held shortly, led by Davy (the new Club management trainee). - MB has resigned, and Davy will fill in until Billy Ng, the Marine and Operations Manager starts his tenure. HR is currently preparing a contract. 	
4.5	<p>Regular review of swing moorings</p> <ul style="list-style-type: none"> - Some hardware was already replaced in 2019. - Initial quotes for replacing all hardware in 2022 range from HK\$1.5 - 1.9 million. - OpsCom will present a more detailed report for GenCom after review. 	EL
5	Sailing Committee Report	
5.1	<p>HKSAR 25th Anniversary Sailing Cup</p> <ul style="list-style-type: none"> - Will be combined with the Mirs Bay Race on 25 June 2022 (resail date on 23 July 2022). - There will be prize-giving and the entry fee will be waived. 	

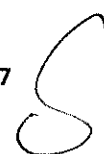
	<ul style="list-style-type: none"> - VIPs will be invited to attend the race opening, committee ball, and prize-giving ceremony. - SailCom will wait until the government lifts its first phase of COVID restrictions to announce the race date, to encourage maximum participation in the event. 	
5.2	<p>J/80 Working Group</p> <ul style="list-style-type: none"> - The working group had its first meeting and identified three key areas of focus: approval of the helm assessment process, boat maintenance, and a training and development programme. 	
5.3	<p>Cruising Sailors of Hebe (CSH)</p> <ul style="list-style-type: none"> - Stu Pryke, a new SailCom member, led the initiative to create CSH. - CSH's objective is to increase Club support for cruising, explore new cruising venues other than Port Shelter and Rocky Harbour, encourage best practices for cruiser sailors and instil a greater responsibility for protecting our marine environment. - CSH welcomed both the sail and powerboat communities. - A cruising section will be added to the Club website. 	
5.4	<p>Sailing Centre IT update</p> <ul style="list-style-type: none"> - Phase 1: implement <i>Bookwhen</i> software for summer 2022 training courses, day sailing activities, and seminars. - Implementation was originally scheduled for early April 2022, but was delayed by one week as a key staff member was in quarantine. - Accepted methods of payment: Club members will be charged to their membership account. Non-members must pay online through the <i>Bookwhen</i> system. - SailCom decided to use Stripe as a payment gateway for <i>Bookwhen</i>, as the transaction fee is cheaper than PayPal. Transaction fees will be incorporated into course fees. - Phase 2: explore other potential areas for computerisation. <p><i>19:55 FH left the meeting</i> <i>19:58 FH rejoined the meeting</i></p>	
5.5	<p>Joint review of SC/SDC scope in Committee Handbook</p> <ul style="list-style-type: none"> - HJ will send previous work done by DWJ, SP, and SR to BC on 1 April 2022. - HJ will meet with BC and Rob Allen early next week (week of 3 April 2022) to lay out what the two committees need and how they can work together. 	<p>HJ</p> <p>HJ/BC</p>
6	24 Hour Race Event Update	

6.1	<p>Latest progress</p> <ul style="list-style-type: none"> - Planning is progressing smoothly. - The race format will be similar to last year. - Several full committee meetings have taken place. Going forward, members will meet in small groups to coordinate finer aspects of the race. - The Committee welcomed new sponsorship suggestions from GenCom. 	ALL
6.2	<p>Next steps</p> <ul style="list-style-type: none"> - Once DWJ and PA have approved the budget guidelines, 24HRCom will present the race budget to GenCom and start booking and buying things for the race. - FH will meet with SR and Charron Robertson next week (week of 3 April 2022) to finalise the theme. - FH will meet with JiL in approx. two weeks' time, after the budget is confirmed, to discuss the online donation system and simplify the payment tracking system. - As signatory to the Club's PayPal account, SR must provide the information required to reactivate it. 	<p>DWJ/PA</p> <p>FH/SR</p> <p>FH/JiL</p> <p>SR</p>
6.3	<p>Review of draft Operations Manual (including Budget and Accounting Policy) - presented by DWJ</p> <ul style="list-style-type: none"> - DWJ finished his draft of the budget and accounting policy. It will be given to the accountants on 4 April 2022 for review, then to 24HRCom for review, and then to GenCom for approval. <p><i>20:12 JiL left and rejoined the meeting</i></p>	<p>DWJ/ PA/AG/FH</p>
7 Sailing Development Committee Report		
7.1	<p>Monthly update</p> <ul style="list-style-type: none"> - The Sail Training Centre is closed due to COVID, but hopes to gradually re-open beginning 23 April 2022. - The virtual regattas have been a big success, with roughly 20 boats participating each time, including a large number of Hebe Dragons and Hebe keelboat racers. 	
7.2	<p>Asset sale</p> <ul style="list-style-type: none"> - As PA mentioned in Item 3.8, the asset sale was a success. 	
7.3	<p>HKSF meeting</p> <ul style="list-style-type: none"> - HJ and Rob AllenA met with Meihan, the president of HKSF, to discuss how to better integrate HHYC and HKSF's sailing development strategy and improve communication. 	

	- Four sailors in the Asian Games last month were trained at HHYC.	
7.4	Hebe Haven Open Dinghy 21-22 May 2022 - Currently scheduled to go ahead.	
7.5	Scope of SailCom and SDC - HJ will meet with BC next week for a discussion.	HJ/BC
7.6	Review of SDC course and instructor costs - SDC is waiting for confirmation of ABC's course costs before reporting benchmark data to GenCom. - It is important to secure instructors to run HHYC courses during the summer shortage. - Instructor costs should be incorporated into course fees. - HJ will give benchmark data to RQ, so RQ and Carol can estimate course and instructor costs and verify that all costs have been factored in.	HJ/RQ
7.7	Comments from a Hebe Dragons parent - A RHKYC member moved their child to HHYC because they preferred the sailing culture and training focus for young sailors here, which reflects positively on HHYC's training strategy and Club culture.	
7.8	Instructor lunch arrangements - GenCom would consider whether current eating arrangements for instructors at HHYC could be improved, <i>vis-à-vis</i> instructors eating with Club staff as opposed to with students.	PA
8	Club Sustainability Committee Report - presented by PA	
8.1	Monthly update - The Club Sustainability Committee has been realigned as the Club Sustainability Working Group (WG). - The WG's vision, mission and key metrics have been added to the Committee Handbook.	ALL
9	Power Boat Committee Report	
9.1	Hebe One maintenance and hygiene - <i>Hebe One's</i> annual survey is complete and the license has been renewed. The radar repairs and sea trial were carried out on 31 March 2022.	



9.2	<p>Hebe One government subsidy</p> <ul style="list-style-type: none"> - <i>The Club has received a government subsidy of HK\$40,000 for loss of earnings from Hebe One due to COVID restrictions.</i> 	
10	<p>Events Working Group Report - presented by PA</p>	
10.1	<p>Monthly update – Feb 2022</p> <p>The report was taken as read. Event highlights follow:</p> <ul style="list-style-type: none"> - Many events were not held due to COVID. - Scottish All-You-Can-Eat Lunch on 26 February was very successful and well-attended. - Crazy Friday was extended to every Friday. - Free parking promotion: the minimum spend for lunch was increased beginning 24 February. - Italian All-You-Can-Eat Lunch on 19 March was the best-attended event of the month. - Afternoon Tea Set on 19 March was very well-received. 	
11	<p>Planning and Works Committee Report</p>	
11.1	<p>The report was taken as read. Highlights are as follows:</p> <ul style="list-style-type: none"> - The Garden Bar tent was finally removed on 18 March 2022. <p>HHYC 08 Boat rack</p> <ul style="list-style-type: none"> - The boat rack design needs to be revised to make it safe. Once the design is modified, the contract will be reconfirmed and brought to GenCom for approval. The timeline is several weeks. <p>HHYC 02 Clubhouse and balcony (access lift)</p> <ul style="list-style-type: none"> - The Building Department (BD) requires ground investigation (GI) and structural analysis be done before the general building plan for the lift is approved. - GI works for the lift and Regatta Deck will be carried out together to save time and money, and will take a minimum of eight weeks to complete. - This will pose some disruption to the Garden Bar, sailing activities, and F&B activities. Therefore, PWC must coordinate the timing of boreholes/pits with SC. - Buro Happold International (Hong Kong) Limited (BH) offers the most competitive fee for these works. - RQ proposed that the Club appoint BH to conduct GI and excavation lateral support (ELS) work with the expected fee of HK\$420,000 with a 10% contingency, subject to: <ul style="list-style-type: none"> 1.) Detailed review by PWC on 4 April 2022 on the scope of work; and, 	



	<p>2) Agreement of a site management plan to manage safety and disruption to the Club.</p> <ul style="list-style-type: none"> - The resolution was passed by GenCom unanimously. (Resolution #3 per Annex) <p>HHYC 12 Multi-function space (Regatta Deck)</p> <ul style="list-style-type: none"> - The Regatta Deck and overall building works plan are being reviewed and will be presented at the next GenCom meeting. <p>HHYC 20 Changing room refurbishment</p> <ul style="list-style-type: none"> - Estimated completion date of the female and disabled washrooms is at the end of April 2022. - Estimated completion of men's washroom in July 2022. - The bathroom renovation project has uncovered underlying structural and safety issues, which has led to several Variation Orders. A remediation plan will be presented to GenCom for approval following investigation carried out during April 2022. <p>General office refurbishment</p> <ul style="list-style-type: none"> - Will feature a new reception area, open floorplan, and more space. - Estimated completion in mid- to late May 2022. - Tenders have been collected and PWC estimate the cost at approx. HK\$740,000. RQ will present a detailed report to GenCom at a later date. 	
12	Honorary Treasurer's Report	
12.1	<p>Treasurer's Report – Feb 2022</p> <ul style="list-style-type: none"> - Membership has increased slightly. The Club received eight referrals through the member referral programme. - Marine statistics are similar to last month. - Revenue is not bad compared to budget, but lower than last year due to the difficult COVID operating environment. - Government subsidies helped offset lower revenue. - No financial forecast will be given for FYE 31 March 2022. AG will resume monthly forecasts next month when the operating environment is more stable. 	
12.2	<p>Overdue debtors</p> <ul style="list-style-type: none"> - Senior associate member M-309: AG proposed that the Club write off the Small Claims Tribunal judgment debts of HK\$7,942 and close the account as of the end of March 2022. The resolution was passed unanimously by GenCom. (Resolution #4 per Annex) 	
12.3	Budget 2023	



	<ul style="list-style-type: none"> - The Club Budget for 2022-2023 was circulated to GenCom and taken as read. AG presented highlights. - It was highlighted that the budget is a plan to achieve a cash goal rather than being an approval of expenditures. Individual expenditure items still need to be brought before GenCom for specific approval. - AG proposed that the Budget for the financial year ending 31 March 2023 be approved. The resolution was passed by GenCom unanimously. (Resolution #5 per Annex) - DWJ thanked AG, PA, Carol, and the heads of departments for their efforts in preparing the Budget. 	ALL
12.4	<p>Staff salary increments</p> <ul style="list-style-type: none"> - AG proposed that an average salary increment of 2.91% (equivalent to an average salary increment of 3.19% after staff promotions and market salary alignment) for all staff who have passed probation on or before 1 January 2022 be approved with an effective date of 1 April 2022, subject to a detailed assessment and approval by the Human Resources Committee within one week of this GenCom meeting. The resolution was passed unanimously by GenCom. (Resolution #6 per Annex) - DWJ will notify GenCom of HRCOM's decision. 	DWJ
12.5	<p>Senior Human Resources Officer - presented by PA</p> <ul style="list-style-type: none"> - AG proposed that GenCom approve one new essential headcount of a Senior Human Resources Officer (SHRO) with effect from 23 February 2022 with a salary at HK\$26,000 per month, to be reassessed in September 2022. The proposition was passed unanimously by GenCom. (Resolution #7 per Annex) 	
12.6	<p>Housekeeping Supervisor - presented by PA</p> <ul style="list-style-type: none"> - For a small investment, the Club can hire an in-house housekeeping supervisor which will significantly improve Club hygiene and staff training. The supervisor's start date will coincide with the opening of the new bathrooms. - AG proposed that GenCom approve one new headcount of a Housekeeping Supervisor with effect from 1 May 2022 with a salary of HK\$22,000 per month. The proposition was passed by GenCom unanimously. (Resolution #8 per Annex) 	
12.7	<p>Head Bosun - presented by PA</p>	



	<ul style="list-style-type: none"> - Raphael can help maintain Club J/80s, reduce the frequency with which they need to be replaced, and help make HHYC the premier place to learn and race J/80s. - HJ proposed that GenCom approve the transition of one of the Club's regular casual staff to become a full-time employee as Head Bosun with effect from 1 April 2022 with a salary of HK\$25,000 per month. The proposition was passed unanimously by GenCom. <p>(Resolution #9 per Annex)</p>	
13	Human Resources Committee Report	
13.1	Occupational health and safety <ul style="list-style-type: none"> - Figures for employees and contractors continue to improve. - 79% of unsafe behaviours were carried out by contractors. 	
13.2	Staff resignations <ul style="list-style-type: none"> - Figures were corrected and separated into voluntary and involuntary resignations. - The number of resignations should drop as the transition in GM and management style stabilises. 	
13.3	Staff training programmes <ul style="list-style-type: none"> - MS Teams and CMS Supervisor Application training classes were held in March. - The MS Excel training class has been postponed, and first aid training is TBA. 	
13.4	Staff engagement survey, organisation chart, and benefits grid <ul style="list-style-type: none"> - The survey has been anonymised, translated, and distributed to GenCom on 25 March 2022. - A follow-up survey should be conducted in July 2022 to monitor the Club's progress in becoming an employer of choice. 	KP/JL
13.5	New payroll system <ul style="list-style-type: none"> - The new payroll system (with facial recognition) will go live for PT staff on 1 April 2022, and 1 June 2022 for FT staff (after the new contracts are rolled out). 	
14	Honorary General Secretary's Report	
14.1	New member applications <ul style="list-style-type: none"> - Nine prospective member interviews were conducted on 28 March 2022, of which, seven were recommended for acceptance, one was deferred, and one declined. 	



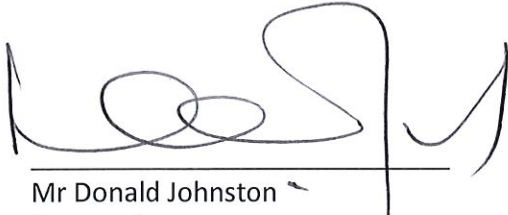
	<ul style="list-style-type: none"> - Three of the recommended candidates and pending reference checks and will be voted on at the next GenCom meeting. - After discussion, four recommended candidates were approved. (Resolution #10 per Annex) <p><i>21:23 HC (interpreter for KK, EL and JIL) left the meeting</i></p>	SP
14.2	<p>Extension of honorary membership (P-120)</p> <ul style="list-style-type: none"> - Honorary member P-120 wishes to extend his honorary membership for another year. It is currently set to expire on 1 April 2022. - SP proposed that the honorary membership of Mr PAWLEY, Mark Andrew (P-120) be extended for a period of one year. The proposal was approved by GenCom unanimously. (Resolution #11 per Annex) 	
14.3	<p>Transfer of membership (L-133)</p> <ul style="list-style-type: none"> - Mr LI, Kam Keung (L-133) was a full member of the Club and passed away on 12 December 2021. His wife, Ms CHAN, Miu Heung, informed the Club of his passing on 12 December 2021, furnished marriage and death certificates, and requested his membership be transferred to her. - Article 3.10.4 allows for the transfer of membership in this case, and a waiver of the entrance fee. - SP proposed that Ms CHAN, Miu Heung be elected as a full member of the Club under Article 3.10.4. The proposal was passed by GenCom unanimously. (Resolution #12 per Annex) <p><i>21:32 HC (interpreter for KK, EL and JIL) rejoined the meeting</i></p>	
14.4	<p>Monthly Sailability Report</p> <p>The report was taken as read. Highlights follow:</p> <ul style="list-style-type: none"> - SP, DWJ, and RQ met with the Chairman, Honorary General Secretary, and Treasurer of Sailability on 28 March 2022 and had a constructive conversation that addressed the Club's concerns. - Going forward, a working group will meet monthly and monitor progress, and Sailability will prepare a revised plan to repay the balance owed to the Club. - Sailability has rescheduled their Women's Festival of Sailing to early October 2022, the same month as the 24 Hour Race. SailCom needs to assess whether the Club can handle both events. - Mercedes-Benz has become a sponsor for 2022-2023. - Delivery of the boat <i>Mo-Han</i> has been delayed 1-2 months. 	BC
15	Commodore's Report	



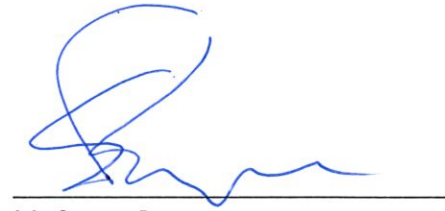
15.1	<p>Amendment of Articles of Association</p> <ul style="list-style-type: none"> - The date of the webinar has been confirmed as 7 April 2022. - Registration can now begin. - SP will stand in should Fred Kinmonth be unable to attend. - If the amendments are approved, there will be changes to the AGM. Preparation for the AGM will start in June/July 2022. - GMM date TBC, depending on the outcome of the AoA webinar. 	PA
15.2	<p>Review of the Committee Handbook</p> <ul style="list-style-type: none"> - All committee chairs should read the relevant sections of the Committee Handbook which apply to them and pass any recommendations for changes in writing to GenCom for approval. - The procurement system also needs to be addressed in the Committee Handbook. - How the Committee Handbook is written affects how Club members and the public view Club operations. 	ALL ALL
15.3	<p>RHKYC Private Recreational Lease (PRL) update</p> <ul style="list-style-type: none"> - HHYC must start the renewal process in 2025. The Club should be mindful of time and work to satisfy as many requirements as possible before the deadline, learning from the experiences of Shelter Cove and Middle Island mentioned in the RHKYC publication <i>Ahoy!</i> - HHYC is strong in terms of HAB's "opening up" requirement. - Space limitations pose a challenge. - The Club should focus on its applications for the Regatta Deck and boat rack, making sure all physical structures are legally compliant. - One more lease modification request can be done before renewing the lease. No further modification requests can be submitted to HAB until after the lease is renewed. - RQ will receive a response from HAB in ~6 months on what the market value of the Club is, what the waiver fee will be, and therefore the land premium. - The Club must be careful when purchasing land under a short term tenancy (STT) that there is sufficient time to convert it to a PRL before the lease expires, thereby avoiding a more costly public tender. 	ALL
16	AOB	
16.1	<p>Hiram's Highway construction timeline</p> <ul style="list-style-type: none"> - Government survey and GI works have been conducted, but design issues have not yet been resolved and construction will likely be delayed beyond March 2023. - The Club is negotiating with Highways Department to see if the proposed subway under the widened road could also provide direct access to the Club at ground level (near the dinghy slipway). 	



16.2	<p>Club tender system</p> <ul style="list-style-type: none"> - The Club will install a tender box and implement an in-house sealed tender system to ensure that all tenders remain confidential until the official, supervised tender opening time. 	DWJ
16.3	<p>ABC sampan rental</p> <ul style="list-style-type: none"> - HHYC will make one sampan available for rental to ABC for two months, generating ~HK\$30,000/month in revenue. - SP is reviewing the rental agreement. 	SP/PA
16.4	<p>Potential collaboration with Lee Tat Shipyard</p> <ul style="list-style-type: none"> - KK will visit 'Uncle Ted' again at Lee Tat Shipyard once COVID restrictions are relaxed (after 20 April 2022), to see if he has any new thoughts regarding cooperation with the Club. 	KK
<p>There being no further business, the meeting closed at 22:11 hrs. The next meeting is scheduled to take place at 19:00 hrs on 28 April 2022.</p>		



Mr Donald Johnston
Commodore



Mr Sonny Payne
Honorary General Secretary

ANNEX

MEETING OF THE GENERAL COMMITTEE HELD ON 31 MARCH 2022

RESOLUTIONS

Resolution #1

The GenCom members personally present (DWJ, RQ, SP, AG, HJ) resolved:

THAT all other GenCom members be permitted to join the meeting (and vote) through MS Teams.

Proposer: DWJ; Seconder: RQ

PASSED (For: 5)

Resolution #2

THAT the minutes of the GenCom meeting held on 3 March 2022 be approved.

Proposer: HJ; Seconder: RQ

PASSED (For: 12; Absent: 3 (AB, KP, SR))

Resolution #3

THAT the Club appoint Buro Happold International (Hong Kong) Limited to conduct ground investigation and excavation lateral support work with the expected fee of HK\$420,000 with a 10% contingency. Subject to: 1) Detailed review by the Planning and Works Committee on 4 April 2022 on the scope of work; and, 2) Agreement of a site management plan to manage safety and disruption to the Club.

Proposer: RQ; Seconder: SP

PASSED (For: 13; Absent: 2 (AB, KP))

Resolution #4

THAT the Club write off the Small Claims Tribunal judgment debts of HK\$7,942 against overdue debtor and Senior Associate Member of the Club, Mr Martin, Jerome (M-309), and close his account as of the end of March 2022.

Proposer: AG; Seconder: RQ

PASSED (For: 13; Absent: 2 (AB, KP))

Resolution #5

THAT the Budget for the financial year ending 31 March 2023 be approved.

Proposer: AG; Seconder: DWJ

PASSED (For: 13; Absent: 2 (AB, KP))

Resolution #6

THAT an average salary increment of 2.91% (equivalent to an average salary increment of 3.19% after staff promotions and market salary alignment) for all staff who have passed probation on or before 1 January 2022 be approved with an effective date of 1 April 2022, subject to a detailed assessment and approval by the Human Resources Committee within one week of this GenCom meeting.



Proposer: AG; Seconder: DWJ
PASSED (For: 13; Absent: 2 (AB, KP))

Resolution #7

THAT the General Committee approve one new essential headcount of a Senior Human Resources Officer (SHRO) with effect from 23 February 2022 with a salary at HK\$26,000 per month, to be reassessed in September 2022.

Proposer: AG; Seconder: DWJ
PASSED (For: 13; Absent: 2 (AB, KP))

Resolution #8

THAT the General Committee approve one new headcount of a Housekeeping Supervisor with effect from 1 May 2022 with a salary of HK\$22,000 per month.

Proposer: AG; Seconder: DWJ
PASSED (For: 13; Absent: 2 (AB, KP))

Resolution #9

THAT the General Committee approve the transition of one of the Club's regular casual staff to become a full-time employee as Head Bosun with effect from 1 April 2022 with a salary of HK\$25,000 per month

Proposer: HJ; Seconder: AG
PASSED (For: 13; Absent: 2 (AB, KP))

Resolution #10

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

- (i) Mr POON, Lok To Otto**
- (ii) Mr LEUNG, Kai Man Stephen**
- (iii) Mr CHAU, Sze Kai Sky**
- (iv) Ms PAK, Yuen Mui**

Proposer: JIL; Seconder: JL
PASSED (For: 13; Absent: 2 (AB, KP))

Resolution #11

THAT the honorary membership of Mr PAWLEY, Mark Andrew (P-120) be extended for a period of one year.

Proposer: SP; Seconder: FH
PASSED (For: 13; Absent: 2 (AB, KP))

Resolution #12

THAT Ms CHAN, Miu Heung be elected as a Full member of the Club under Article 3.10.4.

Proposer: SP; Seconder: SB
PASSED (For: 13; Absent: 2 (AB, KP))

-End-

