

PORTSMOUTH NAVAL GLIDING CENTRE

(Company No: 08111423 / Registered Charity No: 1148381)

Minutes of Committee Meeting – 13th January 2014

The meeting opened at the PNGC Clubhouse at 19:30

Present:

Chairman	Capt David Durston RN (DD)
CFI:	Tony World (TW)
Finance Representative	Alan Turner (AT)
Safety Representative:	Martin Heneghan (MH)
Air Engineering Representative:	Henry Freeborn (HF)
Ground Engineering Representative	Simon Gutman (SG)
Estates Representative:	Sarah McCulloch (SMcC)
Admin Representative:	Siggi Ingason (SI)
 Minutes Secretary:	 Lloyd Brown (LB)

Also Attending:

Chris McCulloch	Finance Director
John Hale	ex Membership Secretary

	Item	Action
1	<p>APOLOGIES</p> <p>Apologies were received from Neil Shaw (NS) and Gerry Holden (GH), who also tendered his resignation from the committee in anticipation of his imminent family move to Stroud. The Secretary was instructed to express the Committee's thanks and best wishes to GH for his invaluable input to PNGC and to welcome his intention to continue instructing on PNGC courses. It was agreed that it is appropriate to waive his annual membership fees for so long as he continues as an occasional PNGC instructor.</p>	<p>LB</p> <p>AT</p>
2a	<p>MINUTES OF THE PREVIOUS MEETING</p> <p>The minutes of the meeting held on 26 Nov 13 were approved.</p>	
2b	<p>MATTERS ARISING</p> <p>Q Hangar is in need of painting with members' support – ONGOING</p> <p>Hangar socket for Log Cabin – ONGOING</p> <p>Provision of 'spoon' for moving gliders – ONGOING</p> <p>Birds in hangar – date for cherry-picker- ONGOING</p> <p>BGA fees – CMcC will consult with RNGSA</p> <p>RN Board representation addressed by DD - CLOSED</p> <p>Reports from PNGC MC to PNGC Board drafted by DD - CLOSED</p> <p>N3 vario - ONGOING</p>	<p>SMcC</p> <p>SMcC TW</p> <p>SMcC/HF AT/CMcC</p> <p>HF</p>

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	<p>TW has submitted a bid for radio equipment (para 3d) - CLOSED</p> <p>MH presented the finalised PNGC SMS which was well received and he explained that he believes it will be necessary to form a Safety Committee. The Chairman asked MH to provide a Risk Register for the Feb Board meeting</p> <p>SG explained that one golf buggy still has a slipping clutch –ONGOING</p> <p>DD reported that T hangar will not become available – CLOSED</p> <p>TW reported that PNGC has been accepted as a BGA Junior Centre</p>	<p>MH</p> <p>MH</p> <p>SG</p>
<p>3</p>	<p>CHAIRMAN'S REPORT</p> <p>a. <u>BOARD ACTIVITIES:</u> A meeting is planned for the second half of February</p> <p>b. <u>TRUSTEE ACTIVITIES</u> NTR</p> <p>c. <u>FUTURE COMMITTEE STRUCTURE</u></p> <p>The Chairman briefed the Representatives on the historical management structure of PNGC and moved on to clarify the status of this newly structured Management Committee (MC). He emphasised that the MC will be required to meet the output, on behalf of the PNGC Board, for which PNGC is established, namely to provide adventure training and leadership training for serving personnel and other entitled people. It can thereafter satisfy the needs of the non-entitled membership.</p> <p>He went on to acquaint the representatives with some of the strategic issues facing PNGC and pointed out that the MC is currently tasked with forming PNGC strategy, although this will become a Board responsibility. He further emphasised the importance of all Board and MC members speaking with one voice.</p> <p>After detailing the make-up of the PNGC Board, the Chairman invited the representatives present, (as listed at the top of page 1), to brief the other MC members on the process by which they had been appointed as representatives of their task areas. He reminded them that their appointment remains subject to formal Board ratification, but he foresaw no problems arising from that requirement.</p> <p>Each explained that they had either been the only nominated or suitably qualified representative from their group of volunteers or had, where more than one nominee existed, consulted with their group members who had confirmed their preferred appointment. The Chairman cautioned the representatives to beware of attempting to carry excessive workloads themselves and to use John Hale's knowledge of club members' skills to share the workload across the membership.</p> <p>He also reminded representatives that in an environment such as PNGC the emphasis must be on the encouragement of voluntary teamwork rather than a directive management style when allocating</p>	<p>LB/DD</p> <p>ALL</p>

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	<p>the individual tasks identified.</p> <p>d. <u>TRI-SERVICE/RNGSA</u></p> <p>LB was asked to give an update on the RAF Air Cadet trial. He reported that there had been no further contact except to clarify that the task is to give 2 winch launches to 4 different cadets each Sat and Sun for 6 weeks. It was agreed that the proposed start date of mid-Feb is unrealistic with the grass waterlogged and LB was tasked with contacting HQ Air Cadets to request a postponement to March. He also reported that the DBS clearance process is proceeding satisfactorily and that the RAF will pay the associated costs</p> <p>e. <u>FAAOA</u></p> <p>NTR</p> <p>f. <u>POLICY ISSUES</u></p> <p>NTR</p>	<p>LB</p>
<p>4</p>	<p>CENTRE MANAGER'S REPORT</p> <p>a. <u>DAEDALUS ACCESS/SECURITY</u></p> <p>It was reported that Number Plate Recognition is planned for CG3 in the near future, until then the current manned system will apply in daylight hours. TW reported he is meeting with Chris Hucksted (BN) on Wednesday to discuss a range of airfield operating issues.</p> <p>b. <u>AIRCRAFT/ENGINEERING</u></p> <p>TW reported that he has submitted bids for £15,000 to re-gel N3 in 2014 and £12,000 for 805 in 2015. PNGC would contribute 25%.</p> <p>HF reported that N3 is currently being serviced at Nympsfield with the Duo Discus to follow in 2 weeks. The Discus and N7 will follow with dates TBN. This is in accord with the previous decision to maintain the glass gliders externally and HF advised that he is researching alternative, better value service providers. N28 is being serviced in-house.</p> <p>HF reported that Dave Howell had sought approval to purchase a replacement parachute. This was agreed. It was also agreed that the chute fit for juniors should be marked accordingly together with its maximum weight limit.</p> <p>HF reported that VH needs to be offline for 2 weeks annual servicing including attention to the fuel and oil gauges. VH also needs a replacement wing which is held in stock and an X ray crack examination. It may be necessary to hire a replacement tug.</p> <p>HF advised the meeting that work proceeds on ZZ including the need for a CofA. There are no estimates for a completion date currently.</p> <p>c. <u>GROUND</u></p> <p>It was agreed that the golf buggies should not be used to tow K21s as</p>	<p>TW</p> <p>HF</p> <p>HF</p> <p>HF</p> <p>HF</p>

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	<p>they are not powerful enough. To be published.</p> <p>TW requested DD to arrange RN removal of the surplus bowser</p> <p>It was agreed not to relocate glider trailers at this stage</p> <p>It was agreed all maintenance necessary on the winch should be carried out now while the grass remains unusable</p> <p>TW reported that work on the new industrial unit in Hangars East is due to commence in March as is the resurfacing of RW 23/05.</p> <p>There is no further news on the use of RW35/17</p> <p>It was agreed that the second Range Rover should be examined and repaired as necessary or, if more cost effective, replaced.</p> <p>The bus needs servicing and Keith Morton may be able to advise on re-upholstery of the seats. The condition of the bus needs establishing with the possibility of a replacement being considered</p> <p>SG pointed out that the fire extinguishers appear to be overdue for checks. It was agreed that SG would speak to Cat Stevens to check previous arrangements and if necessary TW would introduce the company which he uses commercially.</p> <p>d. <u>CAPABILITIES/ROSTERS/TORs</u> NTR</p> <p>e. <u>POLICY ISSUES</u> NTR</p>	<p>SG DD</p> <p>SG</p> <p>SG</p> <p>SG</p> <p>SG</p>
5	<p>CFI's REPORT</p> <p>a. <u>FLIGHT SAFETY</u></p> <p>TW reported that although SMcC's land out at Hill Head had raised press interest there were no safety implications. James had been unable to lower the Discus u/c and had landed wheels-up on the grass causing no damage. He is to be advised not to raise the u/c.</p> <p>b. <u>OTHER SAFETY ISSUES</u></p> <p>LB was tasked with contacting D&D to discuss the merits or otherwise of advising them of land-outs.</p> <p>c. <u>AIRFIELD ISSUES</u></p> <p>It is still intended to commence resurfacing of RW05/23 in March.</p> <p>d. <u>COMPS</u> NTR</p> <p>e. <u>TRAINING PLANS</u></p> <p>RN Development Weeks will be held 12-16 May 14 (All PNGC Inst) 22-26 Sep 14 (1 PNGC Inst)</p> <p>An Instructors' Course will be held 20-28 Sep 14</p>	<p>TW</p> <p>LB</p>

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<p>6</p>	<p>TREASURER'S REPORT</p> <p>CMcC provided the meeting with a balance sheet showing little change from previous months. He added that Solent Aviation Ltd, the trading arm of PNGC Ltd had passed £3,547 to PNGC funds at the end of its trading year. It was agreed that these funds would be best used for Clubhouse refurbishment and SMcC was tasked with suggesting a programme for upgrading Clubhouse facilities. AT will provide appropriate financial information to the Committee at future meetings.</p> <p>CMcC explained in depth how he envisaged, as Finance Director, the concept of devolved budgets operating, at least initially. He explained that some items were best left within the central budget for ease of admin and thereafter, within the overall principle that current income and expenditure are in balance and should remain so, some devolution of funds could take place. The nuts and bolts of how that should happen have yet to be finalised and representatives were asked to consider what funds they consider are required for their area for the coming 12 months. His own long term records of expenditure could provide useful clues in calculating a figure. This process will undoubtedly develop over time.</p> <p>The other issues arising are the method of obtaining Board approval for large item expenditure, what limits should apply to the necessity to consult the MC for approval for overspends and the invoicing of flying fees (AT).</p> <p>It was agreed that CMcC's experience would be invaluable and that he would consult representatives and send proposals regarding devolved funds to the next meeting.</p>	<p>SMcC</p> <p>AT</p> <p>ALL</p> <p>CMcC</p>								
<p>7</p>	<p>MEMBERSHIP SECRETARY'S REPORT</p> <p>The Memsec reported that one new membership application had been received from James Gutman. His membership application was approved unanimously. Membership is therefore:</p> <table data-bbox="261 1352 1107 1536"> <tr> <td>198 Full</td> <td>33 Ordinary</td> </tr> <tr> <td>68 Family</td> <td>15 Junior Special</td> </tr> <tr> <td>13 Social</td> <td>3 Motor Glider</td> </tr> <tr> <td>47 Special</td> <td>210 Entitled from 403 members</td> </tr> </table> <p>This being the Memsec's last meeting, it was agreed that this information would be reported to Committee in future by SI</p> <p>TW suggested that the current practice of automatically giving full membership for one year to serving personnel should be modified to be two years; this should avoid the anomalous variations in membership numbers each year. This was unanimously agreed</p> <p>LB enquired what type of membership would apply to the RAF ATC Cadets. It was agreed they would be treated as group members</p> <p>It was agreed that membership fees would continue to be charged to members flying accounts</p> <p>Discussion took place regarding the use the skills offered by Special Members when joining. The discussion widened into the future level of membership fees and the associated work scheme. The Chairman</p>	198 Full	33 Ordinary	68 Family	15 Junior Special	13 Social	3 Motor Glider	47 Special	210 Entitled from 403 members	<p>SI</p> <p>SI</p> <p>SI</p> <p>AT</p>
198 Full	33 Ordinary									
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	reminded the meeting that the essence of club membership should be voluntary shared effort. It was agreed members would bring proposals to the next meeting	ALL
8	<p>DIARY</p> <p>Instructors' Meeting: 18 Jan 14</p> <p>Dinner Dance: 9 May 14</p> <p>Eden Exped: 23 May 14</p> <p>Aboyne Exped: 25 Oct 14- 1 Nov 14</p>	
9	<p>COMMUNICATIONS REPORT</p> <p>The Chairman emphasised the importance of PNGC communications which have now moved to the Admin area and will be reported on by SI</p>	SI
10	<p>AOB</p> <p>a. AT requested an update on unpaid RN course fees. TW advised that an invoice for £1,800 has been raised and payment is imminent.</p> <p>b. SI raised concern over the number of different diaries in use for PNGC activities. The meeting agreed that rationalisation is needed with a link to a single diary available via the website.</p> <p>c. MH advised the meeting that HMS Collingwood are holding a 'Freshers' Fair' type activity on 29 Jan and enquired whether PNGC wishes to be represented. It was agreed to approach Richard Croker who it was thought would be a good PNGC representative. (<i>pmn: RC has agreed to attend on behalf of PNGC</i>)</p> <p>d. MH also advised the meeting that he had received a request from the Royal Navy to fly approximately 200 serving members, ideally on Tuesdays and Thursdays. He pointed out to the meeting that it is already difficult on occasions to support Wednesday flying and he has concerns at PNGC's ability to support additional tasks, due to the decreasing number of instructors and the non-availability of support crews</p> <p>e. HF advised that the ZZ team is need of support in the sheet metal bashing area and he agreed to approach suitably qualified members to request their assistance</p> <p>f. It was agreed that the existing standing agenda will need to be modified to take account of the new committee structure. The Sec will draft a new agenda for representatives approval</p>	<p>SI</p> <p>LB</p> <p>DD for Board</p> <p>HF</p> <p>LB</p>

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The meeting closed at 2245

Date of Next Meeting: 10 Feb 14 at 1930 in the Clubhouse

D DURSTON
Chairman

14 Jan 14