

# PNGC MANAGEMENT COMMITTEE MEETING – Wednesday 6<sup>th</sup> Mar 2024

## Minutes

Committee Members		
Name	Role	Initials
David Durston	Chairman	DD
Tony World	CFI/General Manager	TW
Jay Stewart	Treasurer	JS
Barney Wainwright	Hon Secretary	BW
Nobby Noble	DCFI	NN
Neil Shaw	Safety Officer	NS
Jim Chapman	Membership	JC
Siggi Ingasson	Admin/Website	SI
Sam Hepburn	A/C Maintenance	SH
*** Vacant ***	Ground Maintenance	
David Howells	Site Manager	DH
Kevin Hills	Tugmaster	KH
Tom Chapman	Junior member	TC
Jonny Mion	AT Course Rep	JM
Emre Mutlu	Branding & Marketing	EM

1. Apologies received from: NS, DH    Absent: JM
2. The minutes of last meeting were agreed.
3. Matters Arising – Nil.
4. Chairman's Introduction
  - a. New CO at Middle Wallop – good relations established. Chairman to call on him after Easter.
  - b. Grateful for extensive work by SI and NS to improve web-based documentation. Also important to guard PNGC's reputation in managing the public face of web and social media.
  - c. Webmaster role reviewed in detail as attached for inclusion in PNGC documentation
  - d. Finances – After considerable expense on new infrastructure, we now need to restore our cash reserve by and striking the right balance between revenue generation and providing flying for members.
  - e. Membership must also be carefully managed to keep the right numerical balance, on which MOD standing charges are abated. Currently around 60-70% military, with civilian waiting list
  - f. Committee members have key roles as ambassadors to ensure the club's presence at MW remains favourable and welcomed in all regards.
5. Estates (TW/DH)
  - a. Hangar door issue being worked with Shelterit.
  - b. Water – TW onsite with Joe and plumber this week to get clubhouse connected, piping and electric cabling will be extended to toilet block and hangar in due course.
  - c. Looking to get ISOs moved, levelled and TW's SpecFabs team will assemble MT hangar
  - d. DD enquired about security considering the hangar fabric vulnerability to vandalism. Additional cameras may be advisable (Action SI).
6. Planning & Events (DH)
  - a. The Annual Meeting was held on 25 Nov in the clubhouse with a good turnout.
  - b. Women's Go Gliding event will be on 27-28 April
  - c. Joint RN/Army Sisteron Exped 5-20 April 24.
  - d. PNGC (RN) MG Course 10-14 Jun, location tbc.
  - e. Wallop Wings & Wheels 13 July.
  - f. JM to investigate opportunities for RN X-C weekends.
  - g. JM to investigate possibilities for RN/Club exped in 2024.
  - h. Summer course will be 17-23 Aug 2024. DH/EM leading.
  - i. SH investigating interest and opportunities for a dinner-dance at the end of the season.

## PNGC MANAGEMENT COMMITTEE MEETING – Wednesday 6<sup>th</sup> Mar 2024

- j. A 'Commissioning Event' for the new hangar, a condition of the RNRMC grant funding, will be scheduled in the early summer – Martin Westwood leading.

### 7. Safety

(NN)

- a. The Astir weight placard is in an awkward location – Action: TW to install a new one.
- b. All members including solo pilots and instructors are having annual check flights (winch, aero-tow, field landings) with records being kept for audit purposes.

### 8. Air Ops, Training

(NN)

- a. 2 BI & 2 AsCat candidates – to be trained in house.
- b. NN and NS require flights with BGA RE to qualify as FICs
- c. MGIR Examiner to be booked for JM (Part 1 & NN Part 2) plus TMG ratings for 2-3 members.
- d. PNGC will be flying 8 SPs from the camp each alternate weekend during the summer using BIs.
- e. Instructors are reminded that Training Record Cards MUST be filled in every time, and student logbooks need to be endorsed pre-solo.
- f. Actual spinning is not to be undertaken in PNGC K-21s although spin awareness training can and should be completed.

### 9. Air Engineering

(SH)

- a. All gliders xmt LPV now completed winter maintenance. Progress hampered by having only one K-21 trailer and that would be a priority for grant funding application.
- b. N7 booked in with Les Clark for investigation/repair to the forward wheel well following a suspected heavy landing.
- c. 805 is having a new interior fitted in next few weeks.
- d. ZZ update: replacement flap obtained, fuselage nearly completed, wings to be refitted. Forecast completion remains end of March.
- e. FUG remains at Netheravon for ARC and Annual – exhaust now returned and due for refit.

### 10. Ground Equipment

(NN)

- a. Ant is now i/c vehicles - Jeep, Mazda and tractors - and working through a list of faults.
- b. Mike Monson is i/c bus; starter motor repaired & replaced; exhaust repaired, There is an issue with the water system due to early frost in Dec, and the boiler has been removed for repair. A front tyre needs to be replaced.
- c. K-21 trailer requires repair to the floor and the cover which is leaking.
- d. 805 trailer brakes need attention (JM)
- e. Astir trailer brakes are having new shoes fitted.
- f. RAF (ex-Heron) winch has new Dyneema fitted. DD asked that clear title be established following exchange/purchase arrangements (Action: TW).
- g. PNGC winch microswitches need adjustment – Ant to tackle.
- h. Winches MUST ONLY BE TOPPED UP WITH MIXED ANTI-FREEZE!!!

### 11. Membership

(JC)

- a. There is a temporary pause on new civilian memberships until the instructor cadre has been enlarged, and thereafter it will be managed to match military member intake. There are 3 civilians on the waiting list.
- b. The new members pack has been drafted. JC looking for any feedback before it is placed within the members section of the website.
- c. Trailer parking fees are due next month.
- d. The clubhouse bar is proving successful and a good secondary income stream.

### 12. Finance

(JS)

- a. Profit & Loss and Balance sheets circulated to the committee.
- b. Bank balance considerably lower than usual due to setting up – see para 4 comments about revenue generation.

## PNGC MANAGEMENT COMMITTEE MEETING – Wednesday 6<sup>th</sup> Mar 2024

### 13. Admin.

- a. Trial Flights – currently limited to 2 people/day due to lack of the tug.
- b. GDPR – booking system has a link to PNGC policy.
- c. Documents section in website has been redesigned with a search facility.
- d. Log Cabin phone replaced, including a new wifi facility eliminating the need for a separate line for the iPad.
- e. New security lights to be bought.
- f. FLARM receiver repeater set up. Wifi router to be replaced.

### 14. Media & Comms

(EM)

- a. Promotional material created and printed for BGA Initiative Women's Go Gliding Weekend event and delivered to Club Ambassadors along with a social media campaign run in parallel. Proved very successful, event fully booked within ~2 weeks
- b. Press release prepared and working on having BBC South on site for Women Go Gliding Weekend To be coordinated with DD (Action – EM and Elaine)
- c. Exponential growth on social media reach and interactions – over 10,000 individual accounts reached and +30% growth on followers within last month.
- d. Promotional posters deployed at Middle Wallop Base and HMS Sultan to promote the Club to SP.
- e. Continued presence on S&G magazine. Preparing an article for Club Spot section of the magazine to have full page space on the next issue, reserved in advance from 2023
- f. Continued engagement with public on social media – several interested individuals forwarded to Membership Sec added to the waiting list. An inquiry received from Sports Rep of RNPHQ in Portsmouth interested in bringing their unit for a gliding day. This needs to be coordinated through JM.

### 15. AOB

- a. TW:
  - Updated the committee re RNGSA grants: no bids were successful this FY.
  - Has bid for the ex-HGC, RNGSA Puchacz – to be discussed at RNGSA committee 15 Mar.
  - Duo Discus is likely to go to Sisteron for the RN/Army exped.
  - Tom Edwards's K-8 is now insured for any club member with Bronze & 10 hours.
  - MW Apache movements now coordinated with club activity and causing minimum disruption.
  - Tom Chapman now i/c X-C programme and Juniors.
  - BGA's new Simulator booked for 13 July WWW event
- b. SI enquired about the simulator at SULTAN – which is owned by Jamie Steel and Dave Hurst.

### 16. DONM

- a. Wednesday 15 May 24 at 7pm via Teams.

Barney Wainwright

Hon Sec PNGC

6 Mar 2024.

Annex: PNGC Webmaster Responsibilities

## **PNGC MANAGEMENT COMMITTEE MEETING – Wednesday 6<sup>th</sup> Mar 2024**

Annex to PNGC Management Committee Minutes of Wed 6 Mar 24.

### **PNGC WEBMASTER RESPONSIBILITIES**

The main duties of the webmaster for PNGC are below. It is not an exhaustive list, but gives a good overview of the day-to-day activities of the webmaster. Some tasks can be carried out by other people and documents on the website are normally owned or allocated to other people who are responsible for keeping them up to date. The webmaster is ultimately responsible for the website.

#### **Managing all aspects of providing a reliable website service and its content by:**

- Updating and maintaining the website with the latest modules or plugins.
- Managing access controls and adding user to private members area with the appropriate access privileges.
  - Password resets for users that have lost their password to the members section of the website.
- Managing the email service as well as setting up new email accounts for users.
  - Resetting email passwords
- Ensuring that the website complies with appropriate standards.
- Resolving any bugs or problems on the website.
- Managing the structure of the website including menus etc.
- Manage and update any programs such as a booking system and payment systems.
- Reviewing pages and updates to provide up to date pages and content. Note: content can be provided and managed by others.

#### **Keeping Content up to date:**

- Provide a means to update documents by others on the website such as committee minutes etc
- Updating website with user data such as the flight logs for the club.
- Make available information about courses and expeditions along with contact details etc.
- Updating documents or providing a facility to update documents including newsletters etc.

#### **Managing the trial lesson booking system:**

- Managing number of slots and availability of trial flights at weekends.
- Rebooking of trial flight when we can't fly (due to weather) or the customer wants to change their booking date etc.
- Providing customer with contact forms or a facility to request information or how to become member.

#### **Continuous Improvement:**

- Maintaining an up to date look and feel of the website. This could be subcontracted to another person depending on the workload of the webmaster.
- Giving guidance or education on how to use the website to users.
- Gathering feedback from users on how to improve the website and what data is required to improve the website.