

MINUTES OF THE ANNUAL GENERAL MEETING OF THE PROFESSIONAL CHARTER ASSOCIATION HELD ON FRIDAY 19TH NOVEMBER 2010 AT 19.00 HOURS AT THE ROYAL SOUTHAMPTON YACHT CLUB, 1 CHANNEL WAY, OCEAN VILLAGE, SOUTHAMPTON, HANTS SO1 3QF

There were present: John McKenzie (Chairman), Cathy McKenzie, Craig Perkins, Peter Knight, Bill and Camellia Gair, Ian Winson, David McMullin, Mike Lilly, David and Paula Arnold, Nick and Christine Trainer, Rik and Caroline Farrar, Roger Morris, Tony Rowbottom, Jane Gentry YBDSA CEO.

Apologies: David Ward, Robin Milledge, Liz Walker, Mark Everington, Nigel Willis, Mark Poulton, Ted and Kelly Duff, Alex Drummond and Warwick Bergin.

1. MINUTES OF THE 2009 AGM

These had been circulated previously and were agreed as being a true record of the meeting. Proposed: Bill Gair; Seconded: David Arnold. Signed by the Chairman.

2. MATTERS ARISING

There were no matters arising not on the agenda.

3. FINANCIAL REPORT

Jane Gentry reported the following was the current situation in the accounts:

YBDSA account	£1,264.97	(10/11/2010)
HSBC 14 day notice account	£1,656.80	(03/10/2010)
HSBC Community account	£154.63	(03/10/2010)

4. CHAIRMAN'S REPORT

Written report circulated previously. John McKenzie said that he had started his Chairmanship with the view of developing the PCA through Membership, Development and Standards. The membership had increased by X members, and it was planned to increase at least by a similar number next year. The new website was working well, including an application form for membership. There had been 6,040 unique visitors to the site. Google optimisation is run on each page from time to time benefiting all members and helping visibility. New ways of using the website will appear as systems develop. PCA does not use 'pay per click'. The individual profiles give each member an opportunity to show their charter details with as many pictures as they wish and a link to their own website. Members were asked to check their profile to ensure the information is up to date. It was agreed to include a private Members section to the website for benefits of membership, discounts, etc.

5. REPORT FROM THE YBDSA CEO

Written report circulated previously. Jane Gentry added that the YBDSA were currently bringing in a new Microsoft Client Relationship management system which would give more automation to standard activities allowing more time for other work. She also thanked members for their support of the PCA.

6. ELECTION OF OFFICERS 2010 – 2011

The election of officers for the forthcoming year was then held.

The following had indicated they were willing to stand in the positions noted:

Chairman – John McKenzie	Vote – all in favour
Vice Chairman, Sail – Robin Milledge	Vote – all in favour
Vice Chairman, Power – Nick Trainer	Vote – all in favour
Vice Chairman, Scotland – Craig Perkins	Vote – all in favour

Jane Gentry was pleased to continue to provide secretarial support from the YBDSA for the PCA. John McKenzie thanked the YBDSA for their support during 2010.

7. DEVELOPMENT OF A WORKING GROUP TO LEAD THE ACTIVITIES OF THE PCA

John McKenzie said that it was not possible to do all the work required to run the PCA in one annual meeting and he was aware that everyone is busy and gives what time they can. However the momentum has started to move the PCA forward and in order to build on that it was necessary to meet from time to time. This could be via email or Skype. There were various issues to look at such as Legal status and a central reference point for information. Nick, Tony and Craig volunteered to assist and Bill offered his skills in business management. Bill suggested the PCA is not yet at a stage where it needs to consider becoming an LLP. However activities such as marketing and membership development would benefit from consideration by smaller groups. Ian offered his help with RIB membership. Agreed to meet early in the new year and consider how best to use our resources.

John thanked Bill for his work on the Articles of Association and the meeting was asked to ratify the draft circulated as the current position. Vote – all in favour. They are posted on the website.

Olympic bid – there had still been no response from LOCOG regarding the bid although the list of the successful bidders had been published, which did not include the PCA. The spin-off from the bid was that a Health & Safety policy and a Code of Practice had been required and so these were now in place. As above members were asked to ratify the draft circulated as the current position. Vote – all in favour. Members were also asked to look at the CoP and how it impacts on their business and send any comments to Jane Gentry for the early 2011 meeting.

9. MCA

- (a) **Report from MG WG** - John McKenzie thanked Nick Trainer for his written report from the MCA Working Group on MGN 280, which was on the website. Nick said that all aspects were important. Any changes are not supposed to impose greater financial costs. He had realised he had not really read the code in detail before although he had thought he knew it. The levels of fines and imprisonment were frightening. There had been discussions about a variety of areas including immersion suit requirements. He suggested a seminar to give members the information once the code was finalised. It is the responsibility of PCA members to comply. There are also inconsistencies between surveyors and some grey areas in the code.
- (b) John, Nick and Jane had arranged to meet the MCA Senior Inspector and Mark Towl to discuss boarding during events and were pleased that the inspector had agreed that PCA members could request to meet the MCA at a later time (approx 5 hour window) to check their papers, etc rather than interrupt the clients' programme for which they had paid. Recognition of the aims of the PCA to provide a professional organisation had been recognised by the MCA and had offered to host a seminar. Members were advised to have all their documents together in a folder which could be handed to the inspector and John had put together an example and also had some spare folders if members wanted one. The documents for completion for the file were on the website for download.

10. ANY OTHER BUSINESS

- (a) The PCA is 20 years old in 2012 – a reason for a celebration.
- (b) PRS and PPL – both these organisations require licences if music is being played. John advised that he simply provides an iPod jack and guests can bring their own music.

There being no further business the meeting then ended at 8pm, followed by the Members' dinner.