



**Minutes of the AGM held 6th February 2015 at Town Quay Marina Southampton
Commenced 1600- closed 18:00 hrs**

(A PowerPoint Presentation (now posted on PCA web site as a record) followed the Agenda with extensive discussions throughout the meeting)

1. MINUTES OF THE AGM 28 MARCH 2014

The Chairman welcomed Members and guests.

Apologies for absence – Phil Keen, Ali Smith, Graeme Potts, David Luetchford, Richard Ward, Karen Potts, Mark Laskey, Craig Perkins, Kevin Redbond, Andi & Jay Van Den Hoek and Russell Lake

MEMBERS ATTENDING THE AGM

John McKenzie, Ian Winson, David Arnold, Nick Trainer, Simon Miles, Zoe Miles, Alan Smith, Simon Boyd, Gemma Ellis, Simon McBride, Simon Reid, Simeon Penn, Cathy McKenzie, Sue McLagan, and Graeme Sign

2. MATTERS ARISING AGM MINUTES 28 MARCH 2014 & NOT ON THIS AGENDA

These had been circulated before the meeting – The only matter arising was the welcome back of Craig Perkins as Vice Chairman (Scotland) who had stepped down for personal reasons. There being no other matters arising the minutes were agreed and signed by chairman as a true record of the 2014 AGM.

3. CHAIRMAN'S SUMMARY REPORT & UPDATE PCA (2014) LTD

The decision to become an Ltd Company with a virtual office has been an outstanding success with new membership up 30%, costs cut by 70% with a 90% increase money in the bank. The PCA independent status has been recognised as has our flag as a "quality assurance" mark. The PCA/MCA inspection at sea file continued success. Our increased web, member's profiles and social media has raised the PCA profile – 2014 was another year of progress for the PCA.

THE FOLLOWING WERE VOTED AND ADOPTED BY THE MEMBERS PRESENT:

Maintaining the current subscription fees structure for 2015 with all subscriptions to be paid by Standing order or Internet Transfer before 30 May 2015 – after this date membership of the PCA will cease.

CREW DIRECTORY

All current Skipper / Crew Associate Members would be given a free year 2015/2016 recognising

OUTSTANDING REPAYMENTS

A few members overpaid their 2014/2015 Subscriptions by £18 refund due to the change-over process. Attempts to repay these have not been successful - agreed the accumulated funds would be treated as a donation to the PCA.

PCA CODE OF CONDUCT

A review is overdue (5 years since the last review) members were asked for views /comments

CHRISTENSEN LLOYD CODED VESSEL REGISTER

Nick Trainer has agreed a fee of £300 to add all PCA members' boats for 2015 to the register (saving members £25 each as a members benefit). Payment from PCA funds.

MECHANICS FOR THE REGISTRATION PROCESS

All copies of members coding certificates for all of their vessels to be forwarded to Graeme Sign (graemesign@hotmail.com) to coordinate with Christenson Lloyd Coded Vessel Register for certificates to be issued.

MEMBERSHIP SECRETARY

Graeme Sign was elected and members voted an honorarium of £250 for the year 2015/2016 to carry out this role



4. REPORTS

VICE CHAIRMEN POWER - NICK TRAINER

Updated our relations with MCA and outlined the compliance implications of MLC 2006 (new EC legislation) which requires all crew members needing qualifications for international charters. PCA is investigating sponsoring a course for crew members that can be self-certified by the PCA and be MLC 2006 compliant.

VICE RIBS CHAIRMEN - IAN WINSON

It is welcomed the increase in PCA membership from RIB operators (more on RIB Safety Initiative)

VICE SAIL / TRAINING CHAIRMEN REPORT

Graeme Potts / David Luetchford – have stepped down for personal / pressure of work reasons the Chairman thank on behalf of the PCA the two retiring Vice Chairman (Sail/Training) for their dedicated support. The draft documents produced by the VC Training will form the foundations of future training for the PCA

5. ELECTION OF OFFICERS / COMMITTEE 2015 - 2016

The last year has been a particularly busy and hard year for most of the committee establishing PCA (2014) Ltd, thanks were expressed by the members present proposed by the remaining founder member Mike Lilly
The following officers were proposed and seconded from the floor and were elected to serve for the year 2015 – 2016.

Chairman	John McKenzie	VC Ribs	Ian Winson	VC Power	Nick Trainer
VC Scotland	Craig Perkins	VC Sail	Vacancy	VC Training	Vacancy

John thank the members on behalf of himself and the officers elected for their confidence and looked forward with confidence to another successful year ahead for the PCA

MEMBERSHIP SECRETARY

To relieve some of the pressure and work from the Chairman, it was proposed and accepted that the role of membership secretary should be created to deal with applications, paperwork, banking, etc. Graeme Sign was proposed. Seconded and appointed as membership secretary.

RIB SAFETY FORUM UPDATE - IAN WINSON

The VC RIBS outlined this important RIB Safety Initiative Forum that had been established and thanked Richard Ward and the other members of the initial steering group and the subsequent working subcommittee formed from around the UK for their enthusiasm and hard work (following a full RIB members meeting in November 2014). The Forum aims to produce a series of standardised, insurance recognised documents and safe procedures for all PCA members to use covering Bookings, Briefings, Safety, Emergency etc. to help reduce the risk to operators and clients – potentially reducing future insurance claims against the operators, and creating safer operations. Further meetings with RIB Forum subcommittee are planned and draft documents will be produced for full consultation and review including statutory and representative bodies (MCA, RYA, and BMF)

7. MCA UPDATE/MLC 2006 & MGM 280

Nick Trainer (PCA representative MCA Committees) outlined the continued success of PCA / MCA Initiative “understanding” on inspections at Sea and urged members to ensure that this important document file was maintained compliant and kept aboard for inspection. A reminder that a pre inspection by MCA of OUR vessels should be offered each year – Town Quay Southampton - May 2015? This could link in to the proposed Charter Boat Show to be held at Town Quay Marina. Nick Trainer posed a series of questions member need to be asking:

Is your safety equipment located in the best possible place in the event of fire?

Are your torches where they should be? Do you all really know how to set off flares – have you ever done this ?

He also reminded members of our responsibilities as charterers and that preparation is paramount, anticipate the worst! If it happens there will be no time to read instructions or find the lifejackets – it’s our job to ensure our guests are as safe as we can possibly make them



8. SOCIAL MEDIA / WEB - IAN WINSON

Social media is proving to be very effective and beneficial to all our businesses. Pass any messages, deals, vacancies etc. to Ian Winson and he will do his best to put messages out on Social media for you. Simon of MCB Creations continues to offer PCA members a discounted package “hand holding” service to get you started

THE PCA WEB SITE AND MEMBERS PROFILES

Simon McBride of MCB Web Solution is currently being reviewed with a “fresh” look aimed at supporting members in getting more business from it by directing people to the right places and making the site a lot clearer to the public and improved navigation

9. FUTURE PCA DIRECTION

PCA Charter Show

All agreed that it would be a good idea to hold a Charter Show at Town Quay Marina in April / May, and encourage as many members as possible to attend. This would allow potential customers to see how a charter works etc. Nick Trainer and Graeme Sign to try to organise.

Promote being an effective trade association “Voice” for the charter industry by maintaining links with the MCA/HMRC and establishing new network links with other bodies in or associated with chartering.

To continue to grow membership by “making membership meaningful” by developing further membership benefits. Provide a response capability to any threats, or opportunities for charterers collectively or individually. Continue working together.

10. AOB

CREW DIRECTORY

Members were asked to encourage all staff to register and use this, and share staff to help other member’s resource their charters. It was agreed that 2014 crew directory members would receive this year’s subscription for free as its profile had not been effective in its aims of promoting these associate members effectively.

VIRTUAL OFFICE 0800 NUMBER

It was agreed that this system was a good idea, but it had not work well for the PCA and other options on communications should be considered including a “Contact us” email form on the front page of the website as part of the updated site. An alternative supplier of this service was demonstrated – the committee to investigate improving this important area of communications

New Recommended suppliers - anode Supplies have agreed a great discount for members. Carl from C P Fuel Polishing spoke to the meeting he had agreed a great rate and preferential service terms for PCA members and would come back with a special PCA price for an “annual fuel safety check”. Both have been added to the preferred suppliers section of the PCA Members Area. Members were encouraged to seek out other preferred suppliers prepared to offer PCA preferential Terms. Don’t forget to take advantage of Town Quay Marina’s great offer to “try for free” berthing plus the support they offer us PCA Members as Charterers – free Tea/Coffee for your guests waiting to board your charter out of Town Quay Marina Southampton / fixed price drop collect/drop off passengers

Fellowship Nominations – none for 2014/2015

The meeting was closed with the Chairman thanking all members for their attendance and contributions together with their continued support of the future direction of the PCA and wished all a successful, profitable season ahead. Thanks also given to Town Quay Marina for their hospitality. An informal meal then followed at La Margherita Italian restaurant Southampton.

