



MINUTES OF AGM 2017

TOWN QUAY SOUTHAMPTON WEDNESDAY 17TH FEBRUARY

Commenced at 1600 hrs and concluded at 1730hrs

1. Introductions and welcome by Chair Ian Winson to those present, Introduced Peter Matcham from Alan & Thomas marine insurance. Refreshments available throughout afternoon.
2. The first part of the meeting was a presentation by Peter Matcham on Marine Insurance Issues covering- Risk Management, The insurance Act 2015 and Fair Presentation within the act.
3. Thanks given to Town Quay Southampton for arranging the room with a good deal and also for offering some Town Quay goodies including floating key rings. Thank to Graeme Sign for organising. Also a thank you to all who attended the AGM.
4. Apologies for non-attendance—Karen Potts- Hamble Point Yacht Charters, Simon Reid- Zodani Charters, Simon Miles- Lyme Bay RIB charters (Vice Chair RIBs), John Shaw-Seakat Charters Anglesey. Phil Keen-First Contact IOW. Richard Dawson-Boating Beds. Richard Caves-C-PowerTraining (Scotland), Kevin Redbond, OnBoard Charters, Scott Roberts SPR Glasgow, Brett Jodan-Davis (vice chair Skippers), Craig Perkins-Geronimo Saling Scotland
5. Minutes of last meeting 2016 agreed. Copies presented. All present accepted minutes as true and accurate record and proposed by John McKenzie as taken as read and all in agreement with no objections or changes.
6. Chairman report-
This year has passed very quickly and I thank the committee members who have all volunteered and do this work on top of their other commitments.

In the last year we have introduced –

- Business Cards to all committee members so they can represent the members
- Set up of a business email account for PCA communications, thereby keeping PCA business away from individuals business emails
- Introduction of annual member boat sticker which is recognised also by MCA in a similar way to the flying of the PCA flags
- Commenced introductory letter to prospective new members via the certifying authority IIMS, We are still in talks with other certifying authorities to do likewise. This method has allowed the PCA to send a letter from the chair

and also PCA Flyers explaining what the PCA does and inviting people to join. When certificates for coding are sent out our letters / flyers are included in the mail. We joined the YBDSA as an associate member this last year following our separation whilst setting up PCA limited company. We really are hoping to develop this area.

- Memorandum of understanding was renewed with the MCA, This is an agreement about at sea inspections. Effectively if MCA are looking to inspect your boat whilst at sea with clients, unless they believe you to be acting outside the rules they can agree a suitable time to inspect, maybe over a lunch stop or end of day when no clients are present
- Introduction of Member get member scheme following last year's AGM, this allows members to recommend the PCA to another and if that person/company joins then there is a reduction in the member's annual fee the following year. Has been successful with a fair few introductions.
- Recruitment of members has been a big drive and following new application we have introduced a member's pack which is sent out from Graeme Sign and then followed up with a letter from the chair. This ensures everyone joining gets involvement from the start with us.
- The PCA on line application system was changed during the year to ensure a professional level is achieved, an example being a new application from an 18yrs old with a new business cannot be seen at the same level as someone with many years boating skills. Experience being the main drive. The application now asks for your boating skills in a profile covering dates when achievements were gained and also the age of the applicant. We are also visiting new members if we are unsure from the application if they have the required knowledge and skills profile to be a member. If someone applies and they are refused there is a system involving a small group from the committee who will review the application with the chair having the final say after a review with the committee.
- A CRM review has been ongoing with Graeme Sign, myself and Simon McBride trying to see if we could adopt a system to monitor all communications and link all together including payments for membership. Presently they are very expensive and offer far more than we need presently. The new email system allows all communications to be stored and cross checked on replies if needed, Graeme Sign presently runs a spreadsheet showing all members and payment and discount areas including dates emails sent to renew membership. Even membership CRM are not suitable but we will keep this in view for the future.
- Continued to develop with Christensen Lloyd charter register which we fully support- Interesting now MCA can be contacted now to find if they have records of a boat being coded so message is getting through- Membership benefit.
- Website reviews constantly with Simon McBride MCB Creations. Aware we had some issues some time ago and some members are unhappy about their own websites. We have meetings with Simon regularly and I am in touch with him very regularly over PCA website issues which have all been dealt with and we continue to look at ways to add to the worth of the site, from buy and sell, Facebook and Twitter links. All communications are held to show what is requested and the website access history is always available via the members section. We are still trying to advance search engine hit rates for

each area of operations, i.e. so that when someone searches for a Yacht in Scotland that the PCA site comes up with our members yacht pages and the links can be followed to our members.

- We introduced a PCA complaints process which is again held for viewing in members section, available for members to deal with any such complaint if they do not have their own system - Question from Simeon Penn- Has this ever happened? Reply No
- The RIB safety codes of conduct has now been in place for about 18 months. The document has been reviewed a couple of times following other people having commercial accidents which the MAIB are involved in. None with our members. A few changes and additions have been made in this period to reflect changes or just wording issues.
- A year ago it was decided to look at a similar document for Codes of Practice, Best practice for Cruisers. Some time has been spent on this and some documents will be reviewed later with updates from Vice Chair Training/Safety
- This last year has seen our contacts with MCA, MAIB POLICE, RNLI and Certifying Authorities improve massively. All have been good and received well except with the local police in Hampshire after I had a meeting to discuss non coded vessels and their powers. I was politely told this is not their remit and they will not assist us despite their regular contact with MCA over similar matters. The MCA have been brilliant with allowing us to liaise regularly and attend meetings that are relevant to coding and commercial craft issues. The MCA have also carried out a couple of inspections following reports via members to me about uncoded vessels. Some reports were dealt with by harbour authorities or by the MCA. The PCA were also invited to a review of a RIB accident in Scotland with all certifying authorities and MCA. This was a direct approach from the inspectors looking at coding and operations. Following this a notice is due very soon from MAIB on the incident and possible changes to coding.
- PCA introduced PAYPAL options via the website to help with fees for buy and sell or membership payments
- The new Buy & Sell section was started towards the end of last year, It is a slow starter but has some very good options on selling items and will also boost internet searches to the PCA
- Our Facebook and Twitter accounts are now clearly linked on the front page of the website and we invite all members involved in Social media to click on these and like the pages
- There is a new services section on the website, covering other services to the marine industry, also a workboat and fishing section for members to be added. All members can be added to each section so if a cruiser has other services other than charters then ask Simon to add to relevant section also. Services include, Board a Boat with Frank Symes, Beds on Board, Certifying Authorities, Training and sales of marine options.
- Very pleased to welcome some new members from all sides of the spectrum from Leopard 3 at the top end of the sailing/Yachting market to WetWheels who assist disabled people onto the water in many ways. The breadth of experience and knowledge is outstanding
- We have lost a few members this year as they stopped chartering

- One attempt in the year to use PCA forms to defraud another company. Basically we used to have our standing order form on the webpages, This was printed and had bank accounts changed and a company were sent a bill. We have removed this form from the website to prevent future incidents. Was reported to Action Fraud and police
 - Continued meetings with committee
 - Social Media remains a big drive. 1200 Companies follow us. Spoke about social media accounts available.
 - Proposed an increase in honorarium for Graeme Signs work as member secretary £400 last year, proposed £500 per annum due to work he carries out for PCA and to have him as a vice chair Members, agreed unanimously
7. Vice Chair Treasurer report- Virtual office is working very well, Figures produced for 1st February as year-end is March. Funds remain good in accounts and accounts prepared were passed unanimously. Slide of funds displayed also on overhead
8. Vice Chair- Membership- Graeme Signs- Membership up 13 new members, and several losses due to selling a boat or business. The process Member get Member offer has been working and this year a few members will see a reduction in their annual PCA fees. Payment of annual fees tends to still have many delays and we wish to see members paying as early as possible as the invoices are sent out by Graeme in early April each year. Standing Order being the best method. Another big thankyou to Graeme for his work from all
Proposal by Simeon Penn to maybe consider reducing members fees if our bank figures remain healthy. R-The fees are due discussion in the AGM at article 8 on agenda
9. Vice Chair Power- Nick Trainer – Very little on Power this year- New changes on dual coding or work boat coding- required from now to carry a DSC handheld VHF as opposed to just a handheld.
Any boats that are not dual coded, now the MCA are talking about the use of charter vessels for work like Media filming etc, this requires the work boat endorsement
Basically if you take someone onto your vessel as a charter who is working as part of his/her business, (so not a booked pleasure day out etc) Then work boat status is required by the coded vessel.
- The work boat brown code is now updated and rewritten.
There is no allowance to carry laser type flares on a commercial vessel, the COLREGS insist that the flares must be pyrotechnic type, The fear being a laser flare will not be recognised as an emergency. There will be a new notice from MCA shortly
- Nick explained he has plans to retire from his survey work, and offers other surveyors his link to work.
Ongoing rewrite of MGN 280 with RYA and BMF, No date for final drafts but this is expected to be this year

Discussion raised on coded vessels and local authority coding was raised by Graham Etheridge- Nick responded that the local authority coding has been raised by MCA in meetings and that local authorities should be implementing the codes in exactly the same way as MGN 280, Standards appear to be lower on local coding and MCA have historically accepted this, but there is a drive by the MCA to standardise all coding whatever certifying Authority is involved
Nick offered help with anyone carrying out coding

Discussion on water separators discussed as a requirement under pollution regs. MLC requirements we are waiting on Europe changes, I understand the MLC is signed till 2020 even if UK leave EU before then

As part of MLC requirement is a repatriation fund must be in place, generally by insurance cover policy

Alan and Thomas Insurance can offer this policy cover

Requirement under MLC to comply even if you trail your boat to work overseas, Then MLC laws apply including the repatriation fund. Discussion on work boat codes and standards for crew accommodation, Work Boat Association were present at recent meetings and are chasing to resolve these issues. Crew agreements discussed, nothing in legislation states what must be in workboat rules.

Vast majority of members not affected by MLC as they stay in UK waters. The workboat endorsements most of our members run with are add on not a full work boat coding.

Man overboard recovery discussed- rules state must have an “adequate means of recovery” of person in the water. There will be a requirement to identify the adequate system of recovery” The onus being on the owner to have this in place. We are monitoring and looking at issues.

The placing of liferafts now under review following recent tragedies. Reviews ongoing on a timed response for deployment. Stowage in a locker must be dedicated locker, not filled with other junk or equipment, suggested times are 15 seconds! The designated locker MUST be just that. Move appears to be to hydrostatic release. Issue on cabin roof without access. Yacht and boat designers are now looking at dedicated lockers and liferaft locations at design.

10. Vice Chair Ribs- Simon Miles- apologies already sent to us is away this weekend. In general a quieter year with just some reviewing of the RIBs code of practice, is also looking at discounts for PCA members with a large supplier- will await updates and inform members of any developments, Following the RIBs crash in Scotland we reviewed our document a few word changes were needed to ensure we are ahead of all developments and MCA notices
11. Vice Chair Training/Safety- Ali Smith- We handed out two documents which are DRAFT only after a future plan to develop a cruiser document based on safety code of practice and also Safety Trainer. The training of crew and crew looking after your clients.

We are seeking everyone's ideas and thoughts emailed to us, copies will be added to our website to review if not at AGM. These documents came about between the RIB documents and also crew around superyachts around the world Ali has been involved in training them historically. The owner being where the buck stops after the crew.

The owner and the operator has a liability.

What controls are in place to look after the crew and clients?

Very likely new rules will come out following deaths and a court case which is due soon.

The larger commercial vessel who have fixed crews have an occurrence book that everyone adds updates, faults etc, this allows the owner/operator to know what is occurring

The plan for this is to run a small group to review these documents and format the documents so we can offer to membership to review before we decide what will become on our codes

Graham Etheridge raised that there is already a safety management system in place already for coded vessels and all areas are covered. We then discussed what was in the RIB code which is not in MGN 280. A safety management system is written for a vessel specific which is then sent to MCA and they approve it for that vessel. In general that does not cover recreational boats that are coded for commercial charters.

Discussion about clients swim whilst on charters, issues that drinks and refreshments being served when swimmers in the water, looking at processes during this time whilst people are swimming, also covers attached RIB as safety cover, crew involved in monitoring clients in water

Blue code only says how the vessel needs to be equipped. Discussion about asking all members who run charters to have a safety management system for their vessel and approved maybe by PCA?

A risk assessment is only a small part of a safety management system

A large number have allowed people to swim? Do you offer buoyancy aids offered, some limit the number swimming at one time.

Are the crew relaxing? Are they actively involved in monitoring swimmers?

Looking at how you reduce the risk to your businesses.

Crew training comes to the fore each time. What equipment is at hand for crew to help in an emergency? Throw lines, First Aid, Harness, Recovery system. Comms with other boats and crew members.

Ongoing process with Ali.

12. ELECTION OF COMMITTEE Members

No new changes and no other nominations
Proposed and seconded and all in agreement.
Your elected committee is now

Chair---- Ian Winson
Vice Chair Power -- Nick Trainer
Vice Chair RIB- Simon Miles
Vice Chair Sailing-Craig Perkins
Vice Chair Scotland- Craig Perkins
Vice Chair Training/ Safety- Ali Jones
Vice Chair Skippers/Crew - Brett Jordan-Davis
Vice Chair Members -- Graeme Sign
Vice Chair Treasurer- John McKenzie

Directors PCA (2014) Ltd

Ian Winson
John McKenzie
Nick Trainer

All nominated and seconded and non against, all in favour.
Due to changes in company law a significant person from each company has to be nominated in each company- PCA considers each Chair should be that named individual and as such Ian Winson will be presently listed as the significant person in next returns to Companies House.

13. Subscriptions on 2017/18-

Present fees discussed and seen on webpage overhead
My thoughts being fees to stay the same with some reserve in the bank , should we drop fees? What level of professional are we if we become cheap.

Subscriptions proposal for all PCA subs to remain the same the same, No objections or comments.

Majority suggest the fees should stay the same.

(Consider using some funds to give Social Media training for members)
Simeon Penn viewed two options reduction of fees or better still use the extra funds to finance member benefits. Maybe insurance support.

14. Social Media- Can we consider using someone to train members and PCA website SM

—

15. AOB - Propose keep Member get Member Offer
Proposal- maybe for tele conference for members away out of the area of the AGM-
Consider a conference rental room

Consider times of AGM please an hour earlier.

No other matters brought forward

A BIG THANKYOU to all who attended and participated

Ian Winson Chair PCA