

# BSI Seiling

Annual meeting 2018

28.01.2019



## **Agenda**

1. Practicalities re annual meeting
2. Review of the Annual Report for 2018
3. Review and approval of the accounting for 2018  
(chapter 5 & 6 of the Annual Report)
4. Pre-announced suggestions
5. Budget for 2019  
(chapter 5 of the Annual Report)
6. Election of the 2019 board
7. Additional suggestions  
(none)
8. Appendix A: BSI Seiling Board Roles

# 1 Practicalities re annual meeting

## 1.1 Elect Moderator

Torborg

## 1.2 Elect secretary for meeting minutes

Ingrid

## 1.3 Two members to sign the annual report

Suse and Juraj. We were later informed that Juraj is not a member of BSI Seiling, which is why Suse and Clem will sign the report.

## 1.4 Headcount

20

## 1.5 Confirmation of summoning

Some members don't have a Facebook account and would appreciate invitation per e-mail. It might also be worth considering to send out the report in advance so that members have the time to read through it before the annual meeting.

# 4 Pre-announced suggestions

## 4.1 Allow Board to implement new Bylaws outside of the Annual Meeting as a one-time event

Our bylaws are outdated, and there is a pressing need to make new ones.

The new bylaws must refer to the Board Roles document for declaration of the different roles, and must say something about who can become a member, what rights members have, how the Board can choose to expel and ban individuals from being a member, that members must pay the membership fee, responsibilities of individuals and skippers, who can become a skipper - and so on.

**We skip this vote** and will have an extraordinary annual meeting as soon as we have some specific Club Rules ready, and then vote for them.

## 4.2 Allow Board to replace a resigned board member with a new person sans Annual Meeting

Comments from various members: 1. Replacement members don't need to be officially part of the board to do the job (true of most, but not all roles). 2. Back-up board members could be voted on at the annual meeting (but we often do not have enough candidates to fill the board positions in the first place). 3. When a member resigns, we need replacement quickly, and can't wait for an extraordinary annual meeting.

Votes: For [ 6 ] Against [ 3 ] Abstain [ 8 ]

## 4.3 Allow the board to buy a new regatta-ready boat sans Annual Meeting

Comment from Clem: We should find out what we are allowed to buy, and not to buy ("what is too much") without an extraordinary annual meeting - new sail, new engine, new boat?

Votes: For [ 4 ] Against [ 5 ] Abstain [ 8 ]

4.4 Motion to change the membership fee model immediately for 2019 as presented, and commit to remodel it as intended within end of June 2019.

Votes: For [ 14 ] Against [ 0 ] Abstain [ 0 ]

## 6 Election of the 2019 board

Role	Candidate	No. of votes (for - against - abstain)
President	Susanne M. Balzer	12 - 0 - 0
Vice President	Ingrid Nøttveit	12 - 0 - 0
Treasurer	Alexandra Blaser-Erke	12 - 0 - 0
Maintenance Coordinator	Andrea Cresta	12 - 0 - 0
Skipper Manager	Clémentine Le Moal	12 - 0 - 0
Express Boat Manager	Olga Shulgina	12 - 0 - 0
Delta Boat Manager	Malin Lundholm	12 - 0 - 0
Communications	Marielle Hamre Tiller	12 - 0 - 0
Social and events	Torborg Emmerhoff Rustand	12 - 0 - 0
Regatta responsible	-	-

Vote for having the board roles document as a foundation (For: 12, against: 0)

The new board will decide who has the responsibility for the container.



# ANNUAL REPORT

## 1 Club Organisation

### 1.1 Our goal

Our goal is to provide an accessible entry to sailing for students, while striving to strike a balance between catering for experienced sailors who can lead, and inexperienced sailors who are regular members.

### 1.2 Elected Board members for 2017

Role	Name
President	Vegard Guttormsen
Vice President	Ingrid Nøttveit
Treasurer	Susanne Mignon Balzer
Maintenance Coordinator	Andrea Cresta
Skipper Manager	Clémentine Le Moal
Express Boat Manager	Michael Wuchevich (resigned in summer)
Delta Boat Manager	Eirik Karlsen (resigned in summer)
Communications	Isa Emilie Dahle
Social and events	Torborg Emmerhoff Rustand
Regatta responsible	

### 1.3 Board roles

We opted to not make any formal changes to the board roles in 2018, but have divided the tasks in a natural way according to capacity, competence and motivation.

### 1.4 Board meetings

We have strived to have board meetings every month in high-season and approx. every 1.5-2 months in the off-season. It has worked reasonably well, but finding a suitable, bright quiet place for the meeting with serving of good food hasn't been so easy.

### 1.5 Beginner's Course

We re-made the Beginner's Course material for 2018, and asked if Geir Olav would still want to do it, with the new material. He initially said yes, but later said he wanted to keep his own material. We had no choice but to say yes, because of time constraints, but have voted to do it ourself in 2019.

The Beginner's Course slides are now in a good state, but could use some new instructional videos. Clem and Suse will hold the beginner course in spring 2019 in English and Norwegian respectively.

## 2 Communication

### 2.1 Facebook

In 2018, we made some changes to the way we organise our Facebook presence.

In order to support more direct communication about community events to our members, we have adopted a hybrid solution to using page/group. We now have groups for members, which is owned by our page. The page, being an entity in itself, can create and share events, photos, etc. All members, in addition to liking our Page, is now also invited into our public group. That way, they get more notifications and can ask questions to the board and other members about what's going on. Members who don't have a Facebook profile can still read all posts in this group without signing in.

We have closed the maintenance group, most things there can go in the normal members group, so everyone sees what's going on. The idea is that all members should be part of the maintenance in the club! We also still have the skippers group, which allows for board and skippers to communicate more privately, about organisational matters and practical concerns.

### 2.2 Newsletter

We have not used this in 2018, as we have a sufficient solution for non-facebook-users.

### 2.3 Maintenance tracking

We used Producteev, but the service was closed down. We then used Trello, but a lot of people found it unsuitable for tracing maintenance of a physical boat. Andrea then found new software, ClickUp. It seems very well suited for the task, and we hope for a good adoption of this in 2019.

People who wants to help with maintenance are encouraged to contact Andrea or send BSI Seiling a message, and Andrea will add them in ClickUp.

### 2.4 Board Facebook group

We have used the board Facebook group as before, as well as sometimes a messenger chat.

### 2.5 Communication with skippers

We have used Doodle for organising the sailing plan to great success. Most communication with skippers has happened in the Skippers Facebook group, the Skippers Messenger group, and then normal Members group.



## 3 Sailing

### 3.1 Members Sailing

In 2018 we've had a high numbers of organised sailings. Especially during the summer had we had great availability compared to previous years, this can probably be connected to the great weather we've had last season.

The problem with few available sailing spots has worsened compared to 2017. In the whole of September and most of October, it is near-impossible for members to go sailing because of all the beginners. This is prime time for sailing, and we need to make changes in order to alleviate this in 2019. This has definitely been affected by Bella not being in operation for most of the season, but we need to take care of our existing members in front of new members.

We have had nice extraordinary trips with board members and many members, but we see that it takes time and energy to organise big sailing events, and respect that skippers and board members' weekend time is precious, and as it stands, it's not possible to have a weekend trip available for all members other than the RAN trips.

However, we encourage skippers that feel they are competent enough to take the boats for weekend trips, whether it's Bella or the two others. We have adequate anchors in Bella and should also have it in at least one of the Express'. Skippers who need to learn more about how to moor in natural harbours can get a free copy of the Seamanship-book from the board.

### 3.2 Regatta

No regatta activity in 2018. We are no longer a member of the Norges Seileforbund organisation and can't participate in most regattas. However, at our level this shouldn't even be necessary. For 2019, it is suggested that we participate in the Wednesday Regatta at Eidsvåg and try to have more internal regattas.

## 4 Vessels and maintenance

### 4.1 Express

We sold Whiplash in autumn for 20 000 kr because of the unknown status of the below-keel damage. We decided it posed too much of a risk for us to use it in sailing lessons for beginners.

We then negotiated a deal to buy back Mille from NHHS for 15 000 kr.

We then sold our two-stroke spare engine and some leftover parts. We serviced our small 4HP engine and discovered it was actually from 1998(!). We have bought two new engines for the Express, Yamaha 6BHP 4-stroke. They are performing admirably, with low noise, high power and are very easy to control.

In 2017 we bought a used set of sails, which has been of good quality. In 2018 we ordered a set of brand new sails for Express'. The main sail is reported to be working well (although one skipper comments it is tricky to hoist up the mast), but the front sail does apparently not fit (oversized?). Further investigation is needed, and we must see if changes to it can be made.

### 4.2 Bella

Bella has for the first half of the year been in good working condition. When the furling line snapped out of the Furlex drum, the problems started. We have had to disassemble everything and replace a lot of parts, but now it should be in good working order, the only thing needed is to attach the new furling line. It's gotten a new door and an asymmetrical spinnaker, which we haven't had the opportunity to test yet. We also need to repair the diesel heater, details can be found in the maintenance app.

### 4.3 Container

We see that the more activity on the boats, the more mess there will be in the container. We have added more storage and gotten rid of the couch, so now there is a place for most things. We have also thrown away a lot of stuff. Things are improving.

We have to move the container internally in the yard in April, this shouldn't pose a problem, we just need to put some wobbly things placed high up at the floor.

### 4.4 Harbour

We have had no problems regarding the harbour in 2018. We still pay for three spots and the container.



## 5 Budget for 2019

The current treasurer will present the following budget for 2019. Explanations are found in the meeting minutes.

INCOME	2018 budget	2018 updated budget	Total	Difference	2019 budget
Membership fees (all)	200,000.00 kr	150,000.00 kr	203,695.55 kr	53,695.55 kr	180,000.00 kr
Membership student					
Membership non-student					
Membership skippers/board					
Other fees (RAN and clothes)					
Main board transfer	30,000.00 kr	30,000.00 kr	71,013.87 kr	41,013.87 kr	30,000.00 kr
Other	20,000.00 kr	40,000.00 kr	94,907.00 kr	54,907.00 kr	10,000.00 kr
<b>Income</b>	<b>250,000.00 kr</b>	<b>220,000.00 kr</b>	<b>369,616.42 kr</b>	<b>149,616.42 kr</b>	<b>220,000.00 kr</b>
<b>Surplus</b>	<b>123,137.22 kr</b>	<b>123,137.22 kr</b>			
EXPENSES	2018 budget	2018 updated budget	Total	Difference	2019 budget
New Assets	90,000.00 kr	50,000.00 kr	68,737.25 kr	18,737.25 kr	20,000.00 kr
Board Meetings	10,000.00 kr	12,000.00 kr	12,195.70 kr	195.70 kr	12,000.00 kr
Events	25,000.00 kr	30,000.00 kr	33,014.26 kr	3,014.26 kr	35,000.00 kr
Merchandising			14,764.25 kr	14,764.25 kr	15,000.00 kr
Fuel	3,000.00 kr	3,000.00 kr	4,150.49 kr	1,150.49 kr	5,000.00 kr
Insurance & Fees	14,000.00 kr	14,000.00 kr	17,957.00 kr	3,957.00 kr	18,000.00 kr
Marina	58,000.00 kr	48,000.00 kr	50,038.00 kr	2,038.00 kr	51,000.00 kr
Transportation	8,000.00 kr	10,000.00 kr	7,769.25 kr	-2,230.75 kr	10,000.00 kr
Maintenance (all)	65,000.00 kr	85,000.00 kr	100,582.09 kr	15,582.09 kr	87,000.00 kr
<b>Total expenditure</b>	<b>273,000.00 kr</b>	<b>252,000.00 kr</b>	<b>309,208.29 kr</b>	<b>57,208.29 kr</b>	<b>253,000.00 kr</b>
		<i>Result (excl surplus)</i>	60,408.13 kr		
		<i>Result (incl surplus)</i>	183,545.35 kr		
		<i>Disponibel saldo pr. 31.12.18</i>	183,545.35 kr		
MAINTENANCE COSTS - DETAILS	2018 budget	2018 updated budget	Total	Difference	2019 budget
Maintenance - Delta	20,000.00 kr	20,000.00 kr	41,565.53 kr	21,565.53 kr	30,000.00 kr
Maintenance - Expresses	30,000.00 kr	50,000.00 kr	28,580.60 kr	-21,419.40 kr	35,000.00 kr
Maintenance - Tools & General	12,000.00 kr	12,000.00 kr	27,213.95 kr	15,213.95 kr	18,000.00 kr
Maintenance - Food	3,000.00 kr	3,000.00 kr	3,222.01 kr	222.01 kr	4,000.00 kr

## 6 Economy

### 6.1 General

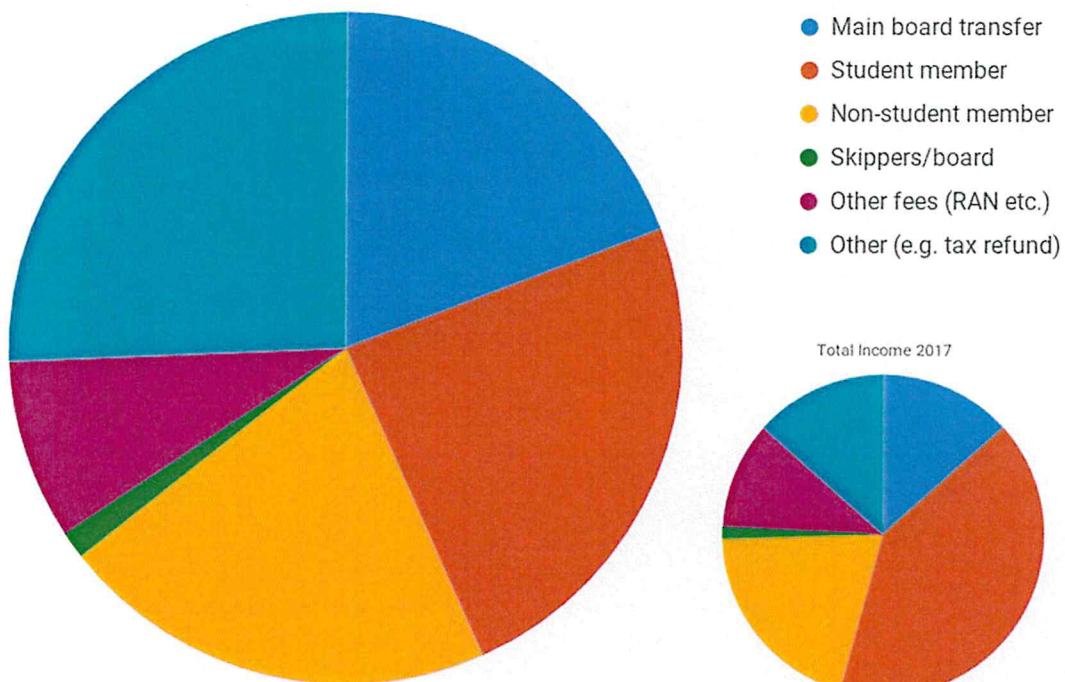
2018 has been a good year for BSI Seiling, and we are not expecting any major financial problems in 2019. We are now running the club mainly based on membership fees, but are still dependent on contributions from the BSI main board. The surplus of 60 000 kr at the end of 2018 is approximately equal to the 2017 surplus (67 000 kr) - at a considerably higher income, but also higher expenses compared to last year.

### 6.2 Revenue

#### 6.2.1 General Income

Our main income consist of membership fees on the one hand, and payments from the BSI main board on the other hand, as illustrated below.

Total Income 2018



The income summed up as "Other" contains a grant of 50 000 kr from Sparebanken Vest, which has been linked to the purchase of a new boat. We are very grateful for this contribution, and happy to get acknowledged for the effort we put into integrating foreign members, especially students, into the Bergen sailing and student society.

It should be noted that we are more than ever dependent on the income through non-student members.

Comment: One members asks about what we earn on merchandise, and how many garments we have left. No numbers at hand.

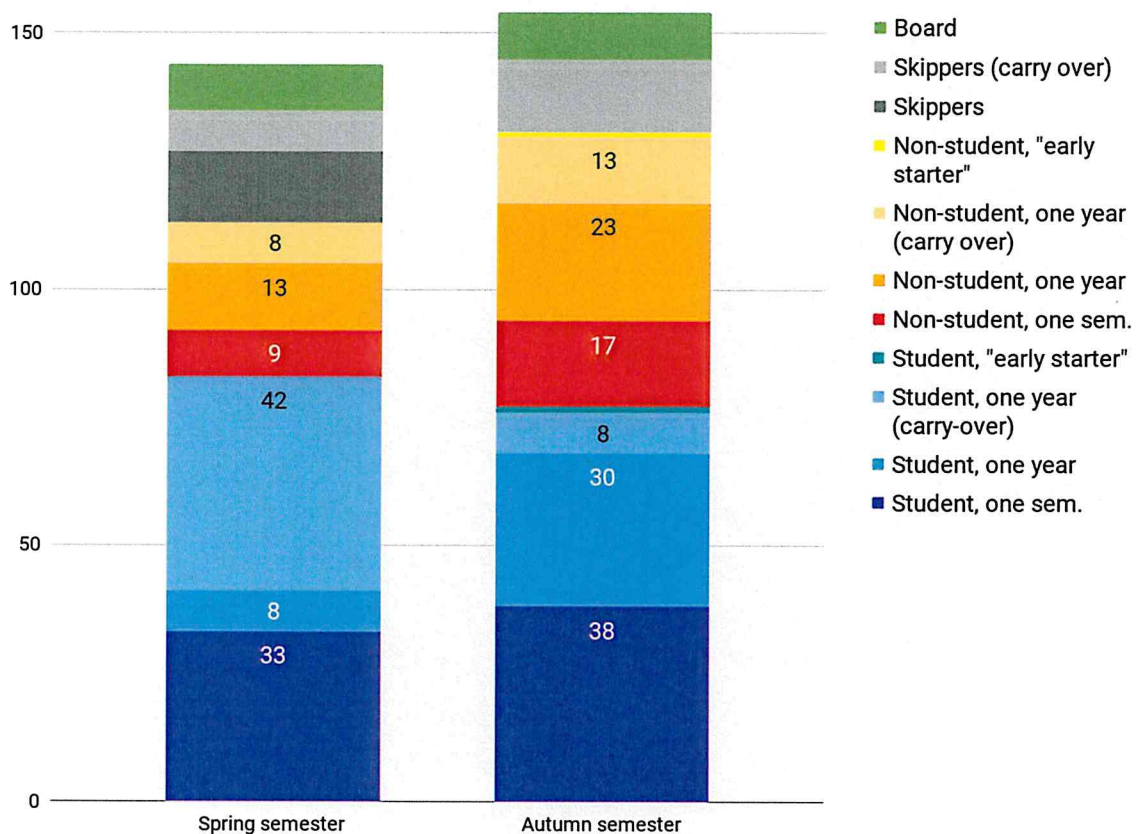


### 6.2.2 Membership Profile & Fees

In spring semester, we had 144 members (73% students), as opposed to 154 in autumn (only 59% students). We still register an overwhelming interest in BSI Seiling and have had to close sign-up a few weeks into autumn semester, just like the year before.

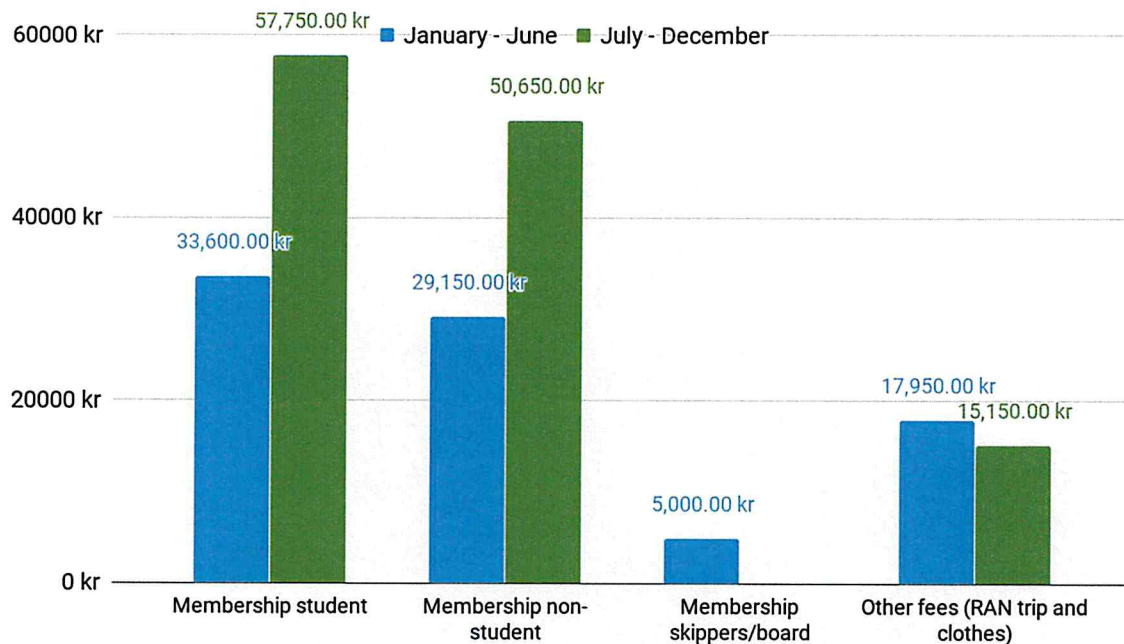
The breakdown of member count and revenue through membership fees can be found below.

Membership Composition 2018



## Income through membership / events 2018

(before electronic payment fees)



We have kept our membership fees stable since 2017. The current fees are:

	Per Semester	Per Year
Students	750 kr	1000 kr
Non-students & PhD students	950 kr	1500 kr
(Active) Skipper	-	300 kr
Board Member	-	100 kr

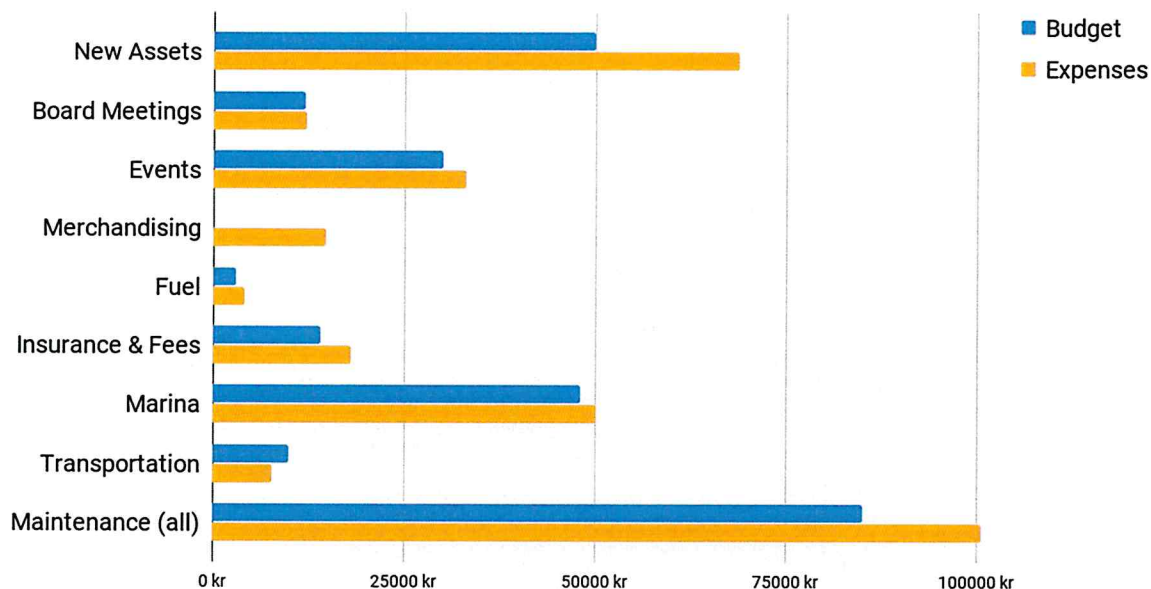
Electronic payment through the payment platform kxweb is mandatory for all members for both administrative and transparency reasons.

### 6.3 Expenses

In 2018, we spent a total of 309 000 kr - which is 57 000 kr above the adjusted budget that was made right after the previous annual meeting (February 2018). The breakdown of these costs is presented in appendix 1 and the graph below.



### Expenses 2018



It has to be mentioned that we have high fixed costs for marina (48 000 kr rent per year for three marina spots and a container, plus electricity) and insurance (13 000 kr per year).

There are two main reasons why we have exceeded our budget for 2018. The first one, under the budget post of "New Assets", is due to the purchase of two new outboard engines, and the service of a third one that has been in use for many years. We now have two brand-new, well-functioning outboard engines on our Albin Express boat, plus a spare engine in the container, in order to ensure that the Expresses can be sailed all year round. We have sold all old (broken) engines and parts on finn.no this autumn.

The second reason for high expenses, under the budget post of "Maintenance", is the (unforeseen, but necessary) replacement of the furlex (roll genoa) mechanism on our Albin Delta boat.

Upon question at the meeting, we went into details on which parts were purchased for Bella.

Furthermore, we have ordered both garments and sailing books for sale to our members. Those are registered under expenses (categories "Merchandising" and "Events"), but have also generated income, such that the "real" expenses are around 15 000 kr lower than reported.

The budget for 2019 is largely based on the expenses we have had in 2018 (with the exception of new assets). Maintenance costs are unfortunately largely unforeseeable, and our Albin Delta boat has not been on land (for maintenance) since 2017. We are also planning to have a larger focus on (theoretical and practical) education of both regular members and skippers. However, no concrete measures have been decided on. It is therefore recommended that the new treasurer makes an updated budget after the first or first two meetings of the new board, before sending the annual finance report to the BSI main board.

## BSI Seiling Annual Meeting of 2019

All members who have suggestions on what needs to be bought in the context of boat maintenance are encouraged to ask the board, buy what is needed, and fix what needs to be fixed.

### 6.4 Debt

BSI Seiling currently has no debt.

### 6.5 Suggestions

We usually have many exchange students signing up for one semester only, especially in autumn. Unfortunately, this means that we have been struggling with recruiting skippers and active members who contribute to board work and especially boat maintenance. Until now, our strategy of attracting long-term members has been to give a discount on membership fees for one year as opposed to one semester, trying to find active and committed members who are the soul of BSI Seiling. This works to a certain degree, but we are still lacking committed members, and we end up having few members doing a high percentage of work on our boats. Many of these are not students.

As a subgroup of BSI, It is important for us to be an attractive club for students, and to hold membership fees at a level that is affordable for both Norwegian and exchange students. However, it is even more important for us to ensure that our boats are sailable at any time, and that maintenance tasks are carried out. Our suggestion for a new membership fee model that reflects this need is described below:

- One semester membership only (!) for the spring semester 2019, at the usual price: 750 kr for students, 950 kr for non-students. 150 kr for skippers and 100 kr for board members (however, these need to be renewed after summer when we plan to switch to the new membership model).
- New membership model from July 2019: Membership valid for 14 months from July until August the year after ("sailing year"). The two "extra" summer months reflect our reduced sailing activity during that period (due to skippers being on holiday). One "sailing year" (14 month) membership only, no membership for a single semester.
- All hours spent doing maintenance work are registered in a document by skippers or organisers of maintenance events. A member who has contributed at least 8 hours for maintenance work during a "sailing year" will get 200 kr back at the end of the sailing year. This results in the following, simple membership model:

	Per Sailing Year (July - August)		
Students	950 kr	200 kr refund for contribution to maintenance work	750 kr
Non-students & PhD students	1300 kr		1100 kr
(Active) Skipper	500 kr		300 kr

## BSI Seiling Annual Meeting of 2019

Board Member	300 kr		100 kr
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- This new membership model results in students getting “two semesters at the price of one” as long as they contribute with maintenance work, and considerably reduced membership fees for non-students, especially if they contribute with maintenance work. Fees remain largely unchanged for skippers and board members since those typically contribute with a high number of maintenance hours.

Other comments:

In 2017, we created an “early starter fee” for those who wanted to join the club during summer, membership being valid for the summer months in addition to the autumn semester. This is relevant for those who already have some sailing experience and do not want to wait until the beginner course at the beginning of the autumn semester. However, the summer of 2018 has shown that very few members make use of this offer, which is why we will not pursue this option any further.

One member suggests to add maintenance events and other events to the sailing calendar.

One participant, not a member of BSI Seiling, suggests an extra beginner fee for attending the beginner course.

## 7 Social

We have had the following events:

- two student stand attendances, organised by various board members
- allied up with BSI Friluft on a presentation about the organisation In the same boat (cleaning up marine litter from beaches, using a sailing boat and dinghy)
- presentation on tour sailing in the Caribbean on a Colin Archer sailing boat
- two sailing parties where we sailed our boats into Vågen and gathered members at Bryggen
- regular “SOS”, Sailors On Shore events (pubcrawl and normal pub nights), organised by Torborg
- Regular maintenance/dugnad sessions organised by various board members and skippers
- two RAN trips organised by Ingrid and Torborg
- Christmas party at private location for skippers and board



We have had a good amount of social events this year, which draw a regular crowd. We have gotten good feedback on the bar nights, and the RAN trips are a huge success. Many members attended Erlend's presentation and were inspired with beautiful sailing pictures from the Carribean.

## 8 Skippers

### 8.1 Skipper roster in 2018 and looking ahead

We have at the moment 17 skippers. Most of them have been part of the club for a long time and are trustful, experienced skippers. Their activity is varying a lot from a period to another and this is partly explaining the lack of sailing spots this fall. We hence need more active skippers. We have two candidates and are looking to recruit at least two more this semester.

### 8.2 Check-out

The check out list has been updated. The list is now more detailed and is also taking into consideration the communication and leading capacities. The availability of the 'check-out-skippers' (Geir Olav, Lukas, Manuel, Anne) was very limited this year so Vegard has also done some check-outs. Suse has checked out three skippers on Bella.

### 8.3 Increasing competence of skippers

Increase the knowledge and competences of all members has been discussed several times this year.

The gap between being a regular sailor and becoming a skipper is big and we have discussed the possibility to have a skipper training for them as well as more technical sailings. For becoming skippers we have seen the need to have an evaluation, a training and a check out instead of having just a check out. This enables the club and the skippers to be more reassured about skippers capacities.

Sailings spot reserved for skippers only has also been discussed during board meetings. But this hasn't been possible due to the lack of sailing spots.

We have voted for giving a sailing book to each skipper, they can choose freely between "Sail and rig tuning" or "Seamanship" by Ivar Dedekam. We believe this can aid us in getting the skippers to teach the same things, and to make them more confident about how and why they do what they do.

Andrea suggests to offer skipper training sessions in the calendar, so that more regular members can become skippers when they feel ready. One skipper asks whether we are planning to pay for active skippers taking Båtførerprøven, and comments that many skippers need this to be organised, not only paid for. The board has discussed and will further discuss this.

Susanne M. Bøller

Carlie



Appendix A:

# **BSI Seiling**

## **Board Roles**

### **1 Purpose and scope**

This document is written at 13.01.19, by Vegard Guttormsen and is subject to approval by Annual Meeting of 29.01.19, until then it has the status as a draft.

The purpose of this document is to provide a general guideline for the scope of the different board roles of the Club, with the inherent responsibilities and authority given to each role. Any tasks not explicitly listed in this document will be interpreted by the board and delegated accordingly.

### **2 Roles**

#### **2.1 President**

The president has the overall responsibility for the strategy of the club and that the club is run according to its statutes and all applicable laws.

The president must :

- call Annual and eventual Extraordinary Annual meetings with the content and within the time limits specified in NIF-loven

- make sure annual reports, annual report minutes and the club's statutes are available to the general public.

- write the annual report to be presented at the next years annual meeting.

- Call regular board meetings

- Approve any major decisions such as

- buying a new vessel

- taking a loan on behalf of the club

- making new sub-branches of the clubs and appointing a new board member outside of the annual meeting.

#### **2.2 Vice President**

The vice president will execute the strategies as presented by the president and turn them into concrete courses of action. The VP will also have a support function for other positions, trying to help out where needed in order to reach the goals of the club.

The Vice President will work in the Presidents place in his or her absence.

#### **2.3 Treasurer**

The Treasurer is responsible for making a budget, suggesting membership fee models, methods of payment, paying invoices. The T will also, in cooperation with event planners, decide on event fees and what the club can subsidise, up to a certain non-concrete threshold, where it becomes a board matter.

The T must keep track of all receipts and invoices and keep a system which makes it possible to see what, by who and when the club has spent money.

The T has a responsibility to make and maintain forms compensating board members and others for their incurred costs related to running the club, such as reimbursements of purchases, fuel costs of driving to/from maintenance and required shopping. The T is responsible for deciding and administering electronic systems for payment and membership registrations, and assure that they are within the rules of NIF and membership reporting. The T is responsible to finalize the annual budget at the end of the year and compile all receipts and reimbursement forms into one document.

## **2.4 Maintenance Coordinator**

The Maintenance Coordinator will plan dagnads and serivce on land for the boats. This includes buying parts, paint, order craning and making Facebook events, trying to engage members. Making a schedule where someone will at any time be the responsible person on site is advised for land-service.

## **2.5 Skipper Manager**

The Skipper Manager (SM) has a three-fold role:

1. Maintaining the right amount of active skippers in BSI Seiling,
  2. Communicating board messages to the skippers and vice versa,
  3. Making the monthly sailing calendar/planning
- Processing requests by members who wish to be a skipper and communicating the requirements for being a skipper in BSI Seiling. The SM must coordinate skipper tests ("checkouts") and training on the different boats, and also maintain the Skipper List on the website accordingly.
  - Central communication point between the board and the skippers. The SM will make sure that skippers in their turn will pass on any relevant messages to the members.
  - Planning members sailings by coordinating skipper availability and desired dates for sailing, giving proper permissions to the BSI Seiling calendar account and removing old users.

## **2.6 Communications Manager**

- Responsible for following up communication sent to the club by either email or social media. The requests which can't be directly answered must be relayed to the correct person.
- Maintaining our website in such a way that all the information is current and accurate, is attractive and easy to understand for prospective members. It must have important news such as annual meetings and public events listed.

## **2.7 Express Boat Manager**

The Express Boat Manager is responsible for keeping our Express' in good shape.

- Follow up requests from skippers and members regarding broken equipment and maintenance needs, and keep the digital maintenance to-do list updated.
- Organising occasional maintenance days where members will clean and polish the boat, or do other work requiring a coordinated effort, while bigger projects are left to the Maintenance Coordinator.
- Keep necessary safety equipment, spares and tools on board. This is also the responsibility of the individual skipper that moves anything.

## **2.8 Delta Boat Manager**

The Express Boat Manager is responsible for keeping our Express' in good shape.

- Follow up requests from skippers and members regarding broken equipment and maintenance needs, and keep the digital maintenance to-do list updated.

## BSI Seiling Annual Meeting of 2019

- Organising occasional maintenance days where members will clean and polish the boat, or do other work requiring a coordinated effort, while bigger projects are left to the Maintenance Coordinator.
- The DBM should have a reasonable understanding of required maintenance of the Yanmar 2GM engine and the electrics onboard.

The DBM is responsible for keeping necessary safety equipment, critical spares and tools on board, including but not limited to:

- Propane
- Keeping batteries charged
- Spare oil, filters, water pump impeller and basic tools for engine repair on sea
- Safety equipment such as emergency rope, floater, vests, fire extinguishers, first aid kit.
- VHF license.

### **2.9 Social manager**

- Arrange bi-annual trips to Ran or equivalent
- Social events for members
- Contact venues for booking, make discount deals, etc.
- Post content promoting the club on Social Media.
- BSI Seiling student stands presence
- Making harbour 'dugnad' events, both for our dugnad hours and our own equipment