

	ACTION
<p>7. Decision. The Sec would include Charity Trial Flights as an agenda item at the next AGM for the membership to decide on the number charity flights that the club would be willing to offer per year.</p>	<p>Sec (On-Going)</p>
<p>8. Weekend ATC Cover. Due to the limited ATC cover at weekends, the flying club was always placed at the bottom of the priority list and, therefore, weekend flying were quite restrictive, especially during the Summer months. The alternatives would be to either use Colerne Airfield or purchasing landing cards for Kemble Airfield for concentrated circuit flying.</p>	
<p>9. Decision. Dave Jelly would investigate the cost of landing cards at Kemble Airfield and report at the next meeting for a decision.</p>	<p>Dave Jelly</p>
<p>ITEM 3 – TREASURER’S REPORT</p>	
<p>10. The committee was informed that only 2 invoices had been received from the fuel supplier with 9 invoices still outstanding. These significant gaps between the delivery of fuel and the receipt of the bill, gave the false impression that the club funds were very healthy. Therefore, a close estimate for the outstanding fuel bills would need to be made to ensure that sufficient funds were set aside for all bill payments.</p>	
<p>11. Decision. The Treasurer would work out an estimated cost for the fuels not yet billed for and set aside sufficient funds to cover the bill payments as and when they were received.</p>	<p>Treasurer</p>
<p>12. Concerns had been raised regarding the cost of fuel from Defence Fuels to the club. The Club was charged the OGD rates which only marginally covered the cost of the wet-hire. It was proposed to increase the cost of wet-hire of the Slingsby from £70 p/h to £75 p/h. This is to bring the Slingsby in line with the wet-hire cost of the Warriors and to ensue that the club funds were not in debit when the outstanding fuel bills were paid.</p>	
<p>13. Decisions.</p>	
<p>a. The cost of wet-hire for the Slingsby would be increased to £75 p/h as of 1 Nov 08.</p>	<p>The Club Committee</p>
<p>b. The Treasurer would ensure that the new cost are publicised and reflected as of 1 Nov 08.</p>	<p>Treasurer</p>
<p>ITEM 4– OPS MANAGER’S REPORT</p>	
<p>14. Technical Logs. Concerns were raised regarding the accountability of aircraft engine oil. A significant amount of oil could not be accounted for, which was inflating the cost of maintenance. To mitigate this, all oil replenishments would need to be entered into the Tech Logs.</p>	
<p>15. Decision. The Ops Manager would send an email to all club members to inform them that from now on, they are to enter all oil replenishments into the aircraft Tech Logs.</p>	<p>Ops Manager</p>

	ACTION
<p>16. Update of NAV BOX Software. This was software under license, paid for by the club for route planning and navigation, and it required updating on a regular basis. The cost of a single update was £11.50 and an annual update cost £45.00. The committee agreed that an annual update would be more cost effective.</p>	
<p>17. Decision. The Treasurer would allocate £45.00 in the financial plan for the annual update of NAV BOX.</p>	Treasurer
<p>18. Flying Instructor. John Hedges had now joined the club to provide his services as a flying instructor. John was also an RT examiner and was proposing to set up an RT testing facility at Lyneham. John was looking at all the aspects of setting up such a facility at the club and would provide his recommendations to the committee for consideration.</p>	
<p>19. Fuel Sample Bottles. The committee was of the opinion that the labels on the Fuel Sample Bottles were too detailed since most of these details were already included in the refuelling log. The committee agreed that the labels should be changed to only reflect the day of the week.</p>	
<p>20. Decision. The Engineering Member would produce new labels for the Fuel Sample Bottles.</p>	Eng Member
<p>ITEM 5 – AIRCRAFT OWNERS REPORT</p>	
<p>21. Aircraft Cleaning. The committee agreed in principle that it was in the club’s interest to take ownership of the aircraft clean and polish. The cost estimate for outsourcing was around £400 per clean; it would need to be carried out twice a year and would have to be funded by the membership. Whilst we currently had around 140 club members and despite the club income being based on a membership of 100, there was a dependency on all members paying their membership on time. Consequently, it was agreed that the membership cost would have to be raised in order to accommodate the additional £1600 cost of professionally cleaning 2 aircrafts twice a year. The proposal would need to be presented to the club membership for decision.</p>	
<p>22. Decision. The Sec would include the Outsourcing of Aircraft Cleaning as an agenda item at the next AGM.</p>	Sec (On-Going)
<p>23. Aircraft Maintenance Cost. The cost of aircraft dry-hire from the owners had now been raised and were as follows:</p> <ul style="list-style-type: none"> a. Piper Warriors - £50.00 p/h b. Slingsby - £45.00 p/h 	
<p>The committee agreed that, the cost of wet-hire of the Warriors would be kept unchanged for now and would be reviewed in the new year.</p>	
<p>ITEM 6 – ANY OTHER BUSINESS</p>	
<p>24. Contingency Fund. Bob McPhee explained to the committee that the contingency fund was included into the financial plan to cater for any eventualities such as damage to aircraft. It was also a means to encourage club members to own up to any damage that they might have caused. Although, the fund would technically cover the cost of repair, club members could always offer to make a voluntary contribution towards the cost of repair.</p>	

	ACTION
<p>25. Unexpected Maintenance Cost. Whilst the contingency fund would, in principle, cover the cost of unexpected maintenance, unfortunately the actual cost had proven to be more than the fund could cover. Examples quoted were U/C legs, Nav Radio and DME which had worked out around £1500. Whilst a retainer sum was not required for Mike Durand this year, the sum could not be flexed into the contingency fund as it would be perceived as a donation to the aircraft owners for maintenance. The ideal solution would be to fund the repairs by increasing the cost of aircraft hire.</p>	
<p>26. Decision. The committee would review the cost of wet-hire to cover the cost of unexpected maintenance, and make its recommendations to the club membership at the next AGM.</p>	The Committee
<p>ITEM 7 – ARRANGEMENTS FOR NEXT MEETING</p>	
<p>27. Decision. The Sec agreed to arrange the next committee meeting in the Flying Club on 6 Nov at 1730.</p>	Sec

Suraj

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