

JSC COMMITTEE MEETING

DATE: 3rd April 2019
TIME: 19h00
VENUE: Laing's Mansion in Midrand
APOLOGIES: Nicole, Warren D, Bev, Jeannie
ATTENDANCE: Pottie, Zet-Em, Fritz, Ryan, Harry, Jennifer



NON-ATTENDANCE:

OPEN:

Open meeting at 19h00				
	AGENDA TOPICS	DISCUSSIONS	PERSON RESPONSIBLE	
CALENDAR : EVENTS & MEETINGS	1	Events & meeting calendar. (Fill in the schedule for the year (sheet shared to committee to plan all events) especially committee meetings and financial reviews. Action owners)	According to the constitution 6 meetings must be held annually. Technology has made communication easier, and therefore the proposal to have only 4 meetings per year. If this proposal is approved it must be included when the constitution is revised. Fritz will send out dates for events. Dates for future meetings to be set by the Nicole/Pottie	Fritz
	2		Ryan to look into options that will enable meetings on an online platform ie. Skype	Ryan
FINANCE	3	Finance handover and consensus on way forward (Operational procedures)	Zet-Em will take immediate ownership of all finances. The laptop and cash will be retained by Zet-Em from this coming weekend.	Zet-Em
PORTFOLIOS	4	Sub-Committees	Portfolio holder will be held responsible for all activities in their respective portfolios. They must appoint sub-committees for specific projects/actions where needed	All committee members that has a need for assistance
ADMIN / ACCOUNTS	5	Constitution	Constitution will be discussed and finalized. Intergration of 3 NPO's into constitution	Pottie, Chris with assistance of Dennis
	6	NPO's	Will be finalized with Pam & Auditors	Zet-Em, Pottie, Pam
	7		Zet-Em will have transactions captured onto PASTEL accounting. He will familiarise himself with current manifest software and see how he can export transactions into Pastel Accounting, Zet-Em will work on a system to streamline. No drastic changes will be made. Pam to remain as bookkeeper until Zet-Em advises otherwise.	Zet-Em
	8		New bank account/s for JSC. It was decided to open new bank accounts for the club for the relevant NPO's	ZM, Pottie
	9		It was agreed that Ryan and Zet-Em will have dual signage on the credit card that will be applied for for gear purchases.	Ryan / Zed-Em
	10	Jump Accounts - Jeannie propose to charge an admin fee for accounts that need multiple reminders before paying	Not approved. Zet-Em is planning to send out jump accounts weekly so that people knowing if they are in credit and hopefully will be encouraged to jump and people owing the club will need to pay before they jump again.	Zet-Em
	11	Write off credit amounts for people who are no longer jumping 2016 credits and prior (Not sure about legalities - email was distributed last year)	To be investigated and recommendations provided by ZM.	Zet-EM
	12	Council rates and taxes	Pottie has spoken to Mr Albie Nieuwoudt, the Executive finance Officer of Council. Mr Nieuwoudt has escalated Pottie's letter to Municipal Manager. No reply received. Nothing more has been said about it. When we hear from them, we take the next step.	
	13	Very big discussion needed why we are not taking ownership of the loss. There has to be a hard stop on overspending. 9/12 months ran at a loss R80k down.	Zet-Em to run a tight reign on finances. The respective NPO's to be managed as separate business entities with their respective budgets. Zet-Em will make contact with Warren and Amy to get maximum info on history for budget planning on the way forward.	Zet-Em
SPONSORSHIP	14		Investigate the Lotto fund to sponsor some skydivers over a period of time. Financial statements need to be in order. 2 Possible people has been identified as prospects. (Mohapi & Raphael)	Zed-Em, Pam
EQUIPMENT	15		DHT rig to be sold to Bruce Askham, Ryan to finalize cost and advise.	Ryan
	16		Chat to Billy re Nationals - using JSC rigs & if they would need packers	Ryan
	17		Get dealership information	Pottie, Ryan
MANIFEST	18		Find out from Rustenburg (Herman) what they are doing with their gear. Rustenburg non operational?	Ryan
	19		Assist ZM with moving centralizing manifest documentation online	Ryan / Zet-Em
	20		Get packing list to Ryan after each weekend	Manifest officers

**PREMANIFEST,
TANDEM & FJC
BOOKINGS**

21	Pre-manifest live or not. When live.	It has been decided that premanifest will only be live for jumpers to view on a Friday. Jennifer has already created a separate premanifest sheet and page to advise the jumpers. Will be implemented from next Monday 8th April 2019	Jennifer
22	Premanifest & Tandems/FJC Students bookings	Pottie and committee agreed that a R50 booking fee will be paid to Jennifer on FJC bookings. Recruitment needs to be chased.	Zet-Em
23	Premanifest payment Jennifer requested to be paid R1000 instead of the R500 being paid currently since she has taken it over premanifest from Nicole in October/November 2018	Pottie said committee must decide this once Zet-Em can advise on available budget	Committee to decide
24	Links - Tandems & FJC students - design	Ryan will assist Jennifer in developing links to make getting the info for tandem clients and FJC student more streamlined and ensure we get ALL the information needed	Jennifer / Ryan
25	Comms - JSC Members facebook page	It was discussed that it is important to recognize ALL people for their achievements at JSC. A combined effort will be put in to take photos, videos etc and post on the JSC Skydivers page. Important that a Committee member takes ownership of this task. Can delegate, but someone has to manage it. Ryan offered to manage and help Jen and Tiaan to post it.	Ryan / Tiaan / Manifest Officers / Bev
26	Comms with new students	It was suggested that an amount should be paid per jump to Jennifer getting new FJC students to jump after their course. Someone needs to follow up on students and motivate them to do more jumps. Commission on progression (especially Static Line) could make a huge difference to numbers (bums on seats). Concept and amount (if approved) to be decided.	Not sure if this will work. If orange point above is approved COMMS with FJC should get them to jump more and this will then part of premanifest
27	Tandems - adherence to gear hire (Jenfr)	Allocate Tandem rigs on manifest to be used for weekends jumping. Tandems rigs : use club first, then own gear - rotate	Jennifer
28	Tandems - discounting tandems.	To deliver what the client wants, we must get more qualified TI's to do handcams & deluxe options - see below (Jennifer #5)	All TI's
29	Tandems TI - to HC/DELUXE	Tandem proposal It is decided to really put effort in to get other tandem instructors to over 100 jumps so that they can do handcams / deluxe as the request for those options are big. A 'May Madness' promo will be set up and distributed on all marketing avenues, including sending promo out to all email addresses of present and past email addresses on the system. Decided that TI's will waive their R350 fee for the month of May during the May Madness promo at R2700 per CAM jump and R1999 per JUMP ONLY. The waiving of TI remuneration is only applicable to Pottie, Ryan and Fritz as they are the TI's in need of the 100 jumps for handcam. Other TI's will still get paid as per normal.	Bev / Jennifer
30	Pond Party / Night jumps	Everything has been organized. No bottles are allowed at the pond area. Patrick must only sell tin beverages. A request to bring plastic tubes etc for the pond party.	Fritz / Patrick
31	Roof painting - colour	Zed-Em will chat to his dad about the paint that they use to paint school roofs that can be painted over rust and soft brooms can be used to paint the roofs. The proposed colour is green	Zet-Em / Harry
32	Cabins - Selling	A letter will be drafted regarding cabin ownership and JSC membership. Membership will be encouraged first before club takes ownership of cabin 3 months after membership was due which was in January 2019. As notice was sent out late, it will be calculated 3 months from 1st March. 4 Cabins are up for sale.	Harry / Jennifer Jennifer has put up notices at dz this weekend promoting the sales
33	Cabins - Fixing,	It was decided that the R550 hut levy will be used towards the maintenance of Club structures and cabins (and painting). The cabin fixing project will commence in May. A special levy might have to be charged to members who will	Harry / Jennifer / ZM
34		Elite Club Cabin - It was suggested that we upgrade 1 (possible new) cabin with a double bed, linen etc for elite bookings with higher rental rates. Will see what happens with cabins that could come to the club	Jennifer
35	Canteen snags	Yvonne sent email re snags:	
35		No hot water for 2 years - Geyser will be fixed or replaced so that hot water can be supplied to the canteen. .	Harry / Patrick
36		No lights when power is off - Will get quote for rechargable lights in the canteen	Harry / Patrick

**FJC STUDENT
COMMS**

TANDEMS

EVENTS

GROUND

SLOT COSTS.**MEMBERSHIP****NEXT MEETING:
CLOSE:**

37		Fridges being off for a while, food spoils - No solution yet. Generator will just cost too much.	Harry / Patrick
38	Canteen rental	A letter will be written to them to make a set fee of R1000 rental per month irrespective of loads on a day	Jennifer / Harry
39	Pond upgrade	We will investigate another pipe system connected to the existing one that will feed the pond	Harry / Patrick
40		The run off for the swoop pond must be cleaned, cut short and leveled	Harry & Grounds staff
41	DZ maintenance	Pottie suggested that Harry deals directly with Justis regarding duties at the club. Grass cutting with tractor must be arranged again including area around pond. Important to reduce fire hazard.	Harry, Pottie
42	Project : Hanger	Discussed the need to make the hanger a future project. Packing hangar needs attention (leaking)	Harry
43	Finalize costs per slot. Set time to discuss with all parties impacted (No surprises) this is open since end of Oct 2018	This has been decided upon and implemented already. Own gear: R320 and Club gear: R440 per slot	
44	Validate AGM minutes & distribute	Warren is familiar with the shortcomings of the minutes of the 2018 AGM. Pottie suggested that Warren be requested to update and rectify minutes so it can be published asap.	Warren
45	Deep dive high loss of membership	Skydivers move around and change dz's. Joint boogies to be arranged with other DZ's so current sports jumpers can be attracted. Medal celebration pond party is a good start.	
46	To be announced		
47	Meeting was adjourned at 22h30		