



International Six Metre Association

Spring Meeting – 26/27 April 2018

The meeting was held in the clubhouse of the Real Club Nautico de Sanxenxo

Present

Sir Robert Owen	President	RO
Violeta Alvarez		VA
Henrik Andersin		HA
Patrick de Barros		PB
Pedro Campos		PC
Javi Cela		JC
Cesar Elizaga		CE
David Elliott	Vice-President (Classics)	DE
Claes Henningsson		CH
Ismo Hentula		IH
Peter Hofmann		PH
Ian Howlett	Vice President Technical	VP(T)
Thomas Kuhmann	Vice President Marketing	TK
Johan Larson		JL
Hol J Michael Larsson		ML
Kari Loukola		KL
Rainer Müller		RM
Tom Owen		TO
Andy Postle		AP
Robin Richardson		RR
Tim Russell	Executive Secretary	XS
Mauricio Sanchez-Bella		CT
Michael Teweles		MT
Jenny Wittamore		JW

Action

The first session opened at 1400 on Thursday, 26 April 2018

1 Welcome

- 1.1 The President outlined the arrangements for the next two days, and thanked the Real Club Nautico de Sanxenxo for their most generous hospitality in providing the facilities for the meeting.

1.2 President's introduction

1.2.1 RO opened the proceedings by reminding everyone of the status of the meeting. It was not convened as a General Meeting of ISMA. Therefore any resolutions or decisions would be advisory, and subject to ratification at the AGM. However members of the Board would be able to take decisions on those matters where the By-Laws of the Association allowed.

1.2.2 Apologies were noted from Paul Smith (Vice President Racing), Christian Teichmann (Treasurer) and Tom Richardson.

1.3 Matters from the Previous Meeting

1.3.1 XS noted that the Minutes of the previous spring meeting had been discussed and accepted at the AGM held in Vancouver. There were no outstanding actions from that meeting.

1.4 Vice Presidents' Individual Reports

1.4.1 It was noted that each Vice President would speak on their specialist areas at the appropriate moment in the agenda.

1.5 Executive Secretary's Report

1.5.1 XS advised the meeting that, since he and the Association are domiciled in the United Kingdom, the Association would need to have regard to the General Data Protection Regulations. This will mean that XS will soon contact everyone on his e-mail distribution list, to ask them to confirm that they still wish to remain on the list.

2 **Review of Executive Secretary's Position**

XS left the meeting while discussions took place.

2.1 RO summarised the outcome of the discussions, namely that the Board confirmed that the Executive Secretary should continue remain in post under his current contractual arrangement.

XS re-joined the meeting.

3 **Treasurer's Report**

3.0.1 On behalf of the Treasurer, Christian Teichmann, XS presented the Treasurer's report. He tabled a summary showing last year's figures, the latest state of the accounts, and a budget for the year. A copy of the summary is attached to these minutes as Annex A.

3.1 Accounts for 2017

3.1.1 XS noted that the accounts for 2017 had left the Association in a healthier position than predicted. Income from selling sail labels had been higher than normal. The costs of supporting the World Championships had been less than predicted, for two reasons:

- Fiona Brown had been obliged to withdraw from her commitment to provide Public Relations support, and so no costs were incurred for that item of expenditure.
- Thanks to the very generous hospitality of the Royal Vancouver Yacht Club's support team, XS had been provided with free accommodation.

3.2 Financial Update

3.2.1 XS advised it was still too early to say what effect might result from the increase in subscription rates. Membership numbers seemed to be holding up, but there had been very little response to the proposal that members might pay a voluntary increase in the subscription rate as a form of patronage for the Class.

3.2.2 PH asked about the reason for the regatta fee which had been introduced at the same time as the subscription increase. XS explained that this was introduced as a contribution to ISMA's funds, and would not be paid to the regatta organisers.

3.3 Budget for 2018 and Beyond

3.3.1 In considering the budget, it was noted that there was some spare capacity in the budget, perhaps to re-introduce some form of newsletter or to improve the Association's website. A range of options for the website were available. PH observed that a steady feed of news was the key to an active website, and JL suggested that a professional web editor might be engaged. In terms of format, opinions varied. AP suggested that there should be just one ISMA website covering all the national fleets, whereas HA suggested that the ISMA website should act more as a portal giving access to national sites.

3.3.2 It was agreed that the Association should explore further the idea of engaging a professional web editor, and XS was tasked to ask Fiona Brown for an indication of costs. This topic was addressed again later in the meeting – see 7.0.1 to 7.0.3. XS

4 Review of ISMA Regattas

4.1 World Championships – Vancouver 2017

4.1.1 The meeting reviewed the feedback from Vancouver. The regatta had been very favourably received. The success of the event was down to the very enthusiastic support from the Royal Vancouver Yacht Club as Organising Authority. RO also noted the considerable personal input and commitment from Rainer Müller, for which the Association was particularly grateful – his remarks were greeted with acclaim.

4.2 Events in 2018 and 2019

4.2.1 XS reported that there were 19 entries listed for the European Championships in La Trinité, 11 in the open division and eight classics. He emphasised that the organisers needed to know as soon as possible about boats that plan to compete. In particular they need to know arrival plans because the port will be very busy at the start of the regatta. MSB advised that at least five boats from the Spanish fleet would attend.

4.2.2 KL gave two short presentations:

- to introduce Hanko, Finland as the venue for the 2019 World Championships to be held 2 – 9 August 2019
- to publicise the Queen Christina Nations Cup, to be held 30 July to 2 August 2018.

Hanko offers a famous venue, with race courses close to the harbour. Wind strengths are typically around 14 knots. Hanko is a big port, with good container shipping availability, and a full range of shore services. The Finnish fleet has 48 boats, with more than 20 classics racing regularly. As supporting events in 2019, Finland can offer the Nicolas Sinebrychoff Challenge Cup (the second oldest trophy after the America's Cup), the Finnish National Championships, Viaporin Tuoppi and the Champagne Regatta. A copy of KL's presentation material will be distributed with these minutes.

4.2.3 VP(T) asked if an Event Measurer had already been appointed for the World Championship. Since none had yet been appointed, VP(T) asked that ISMA should be able to recommend an appropriate candidate, and this was agreed.

VP(T),
XS

4.3 Future Championship Venue – Sanxenxo 2020

4.3.1. MSB introduced Sanxenxo as the venue for the Europeans in 2021, and as a possible venue for the World Championship in 2021. Spain is a well-established tourist destination, second only to France. Sailing is a well-established support with support from the Royal family. Valencia was the venue for an America's cup competition, and Spain has been the venue for the start of the Volvo Ocean Race. Typical Atlantic weather offers steady winds, and there is good scope for courses in flat water. Sanxenxo has good road links, many hotels, and easy access to four airports.

4.3.2 If Sanxenxo was awarded both events then this would enhance the scope for sponsorship. There was good potential for a calendar of events to support boats staying from one event to the next. The club would explore the possibility of free local storage for boats staying over the winter, at least for boats from North America and perhaps for more – the aim would be to make the programme cost-efficient for participants.

4.3.3 The presentation closed with a short welcome video from HM King Juan Carlos, ISMA Honorary Admiral, which was received with acclaim.

- 4.3.4 In answer to a question, MSB confirmed that the organising club could produce a race management team of international standard. VP(T) asked that ISMA should be able to recommend an appropriate candidate to act as event measurer, and this was agreed.

XS

RM and MT joined the meeting.

4.4 Venues for Championships 2021 - 2024

- 4.4.1 RO summarised the issue for 2021. If Sanxenxo were to be adopted, this would imply two successive events at the same venue. In previous years it had been a general principle to select European venues so as to achieve a uniform geographic spread as far as possible. However this was not a formally established routine and it could be varied.
- 4.4.2 The meeting was also aware that the Seawanhaka Corinthian Yacht Club had in the past expressed an interest in hosting an event, though the proposal had no significant support from members of the North American fleet. One area of concern was that there was no established fleet in Seawanhaka on which to build, and this had normally been seen as a highly desirable attribute for a host venue. ISMA had also followed the principle that offers to host a championship should come from a national fleet, which would have a significant role in proposing a venue. It was agreed that, before taking a decision, ISMA should establish the current position with regard to Seawanhaka's bid, and PH accepted an action to clarify the situation.
- 4.4.3 For later years it was noted that there were no established bids, except that St Francis YC had proposed that it might host in 2025. Noting that there were still some years with no proposed host nation, RR advised that the British fleet would be ready to step in for 2022 or 2024. However he noted that the last time a championship came to the UK it was for the Europeans in 2014, so it might be appropriate to host the World Championships in 2023.

PH

4.5 Scheduling Future World Championships

- 4.5.1 RO recalled that this item had arisen following an earlier proposal that ISMA should adopt a planned rotation of world championships between Europe and North America, with a world championship in North America every six or eight years. The question had been referred for further discussion. In VP(Racing)'s absence, RO reported that he had discussed the issue with Paul Smith, and Paul's view was that too rigid a routine might lead ISMA to miss some attractive opportunities – for instance it might not be able to use a venue where an organising club wanted to celebrate a particular anniversary. In response, PH asked that a general principle should be adopted as a courtesy, which took note of the desirability of sharing venues between Europe and North America, and the meeting agreed to accept this principle.

4.6 Other Events

4.6.1 XS drew attention to two other events planned in Europe:

- The 'Challenge Métrique' series in France which might be attractive to boats visiting for the European Championship.
- The Vintage Yachting Games, to be held in Copenhagen, scheduled for 16 – 22 September with racing starting 18 September. XS explained that this event was for those classes which used to be Olympic classes, and the organisers were prepared to provide racing for Six Metres. XS has offered to act as central point of contact for owners who were contemplating going to the event, because they would be seeking re-assurance that there would be enough boats to make the journey worthwhile. He noted that he had not heard of any boats that had entered.

4.7 Keeper Prizes

4.7.1 XS explained that this issue had arisen because some organising authorities had made a point of providing some sort of 'keeper prize' for each crew member of boats that won a trophy or were placed, and others had not. In recent years ISMA had stepped in to fill the gap, but this had the potential to become a drain on ISMA's resources and was in some cases unnecessary – for instance in Vancouver the organisers had gone to considerable lengths to arrange unique art work as keeper prizes. He noted that ISMA, in its Championship Requirements document, made it clear that organising authorities were expected to provide 'keeper prizes'. RM said he thought it was important to provide some sort of recognition, but the general feeling of the meeting was that something not too expensive would suffice. TS noted that some regattas awarded engraved glasses which were both economic and useful.

4.8 Waypoints Series

4.8.1 On behalf of Christian Teichmann, XS explained that this idea came from the Twelve Metre class to encourage participation. The series ran over more than one season leading up to a designated championship, and boats scored points for attendance and performance at a number of events. TK favoured the idea, but it was agreed that such a competition should not replace any existing trophies. RM suggested that only a few boats would be involved. However there might be potential to extend the concept to crews sailing borrowed or chartered boats. Christian Teichmann was invited to explore the idea further.

CT

The first session closed at 1640.

The meeting re-convened at 1000 on Friday, 27 April

5 Archive Project

5.1 RO introduced the topic by making reference to an existing project initiated by the

Association of Yachting Historians (AYH). He believed it was important not to duplicate an existing effort. However he recognised that the idea of an ISMA Archive project had been welcomed both at the Hamburg meeting and at the AGM in Vancouver. He suggested that VA might be invited onto the steering group for the AYH project, which was chaired by Michael Campbell.

- 5.2 VA explained that she had initiated the project because she believed in the importance of preserving the heritage of the Class, cataloguing the material and making it available to the public and to researchers in the future. At the start, she had not been aware of DE's work on the AYH project. Nevertheless she believed it was important to digitise material and make it widely available – she wanted to encourage widespread participation.
- 5.3 JW made a presentation to the meeting describing her work so far in setting up the project. She explained that she had explored in particular issues of copyright that might arise, and had studied similar projects to see how they made their material available through websites. As a result the project has some early discussions with a website developer who had done similar work, and JW was able to display a mock-up of what a website might look like, based on a limited collection of sample archive material. JW circulated a progress report, and a copy is attached to these minutes as Annex B.
- 5.4 DE explained how his project had come about, starting in 2007 – the International Rule centenary year, with the encouragement of the late Maldwin Drummond who saw benefits in cataloguing archive material and had instigated the Association of Yachting Historians. DE had structured his collection as a research tool, albeit one that was not currently accessible to researchers. The structure enabled him to index material to boats, owners, designers, etc. One of the challenges was reconciling conflicting information.
- 5.5 DE continued by observing that there was a problem with researchers keeping data to themselves, and archiving websites was difficult particularly if they displayed multi-media content. Referencing individual magazine pages was also a difficulty. For the future a particular task is the need to capture the information on event websites which tended to have only a limited life.
- 5.6 With the aid of screenshots DE illustrated how his system provides a facility to index material in a variety of ways. Public access is an ambition, but at present he is focusing on the massive task to keep the data current. VA observed that DE's work is most commendable, but presents the problem that only DE has access to it. RO commented that DE's work is a research tool, with a different objective to VA's archive project.
- 5.7 TS observed that the idea of an archive is not new. He himself had been compiling historical data since 1985, though his personal archive is not catalogued. He acknowledged the need for an archivist. RR noted that AYH has already produced an electronic copy of all the past Lloyd's Registers of Yachts, available on a flash drive memory stick.

- 5.8 The meeting accepted that VA's archive concept had considerable merit, and if it came into being it would provide public access to material that is not currently generally available.

6 Association Governance

6.1 Structure of the Board and National Representation

- 6.1.1 RO observed that, under the present Constitution of the Association, the Board is made up of the President, the Vice-Presidents and the Treasurer. National fleets were only represented on the Board if one of their members was elected as an officer of ISMA. RO believed that each national fleet should have a representative on ISMA's governing body. He therefore intended to bring forward a proposal to the next AGM, so that any national fleet which was not already represented on ISMA's Board should be able to nominate a member. The meeting welcomed this proposal.

6.2 Voting Structure

- 6.2.1 RO noted that the proposal for double-majority voting had been turned down by the AGM, and he did not intend to bring forward any alternative proposal.

6.3 Election of Officers in 2018

- 6.3.1 RO noted that officers were due for election at the AGM in 2018, and by a decision of the 2017 AGM they would, exceptionally, serve for three years so that the next elections would coincide with the World Championships in 2021. However RO himself had already been in post for a year, and so he was only due to serve until 2019. This would mean that a President-elect must be elected in 2018 to take office in 2019. He advised the meeting that he had already had some exploratory discussions with possible candidates, and would continue to do so.

RO

The meeting adjourned for lunch and re-convened

7 Publicity and Marketing

- 7.0.1 TK opened his presentation with a review of the current class publicity. He observed that the new website had been operating for three years, independently of the Swiss site which previously hosted the ISMA content. He felt that the site was not as alive and vivid as it might be – it needed the individual fleets to generate content. RO suggested that the site needed a web editor to handle the content, recognising that although Thilo Durach administered the site he did not have the time to chase up content. It was proposed that the Association should consult Fiona Brown, who undertakes a web editor role for the Dragon Class, and XS was tasked to explore with her the potential costs.

XS

- 7.0.2 It was recognised that the Class needed to coordinate its PR efforts with the championship organising authorities, and it was noted that the Association missed having Fiona in Vancouver – although the local publicity was very effective, it did not have an international spread. In the light of the future regatta programme, the Class needed to use the opportunities presented by La Trinité and Hanko to publicise Sanxenxo.
- 7.0.3 There was some further debate (see also 3.3.1) about whether to revive a printed bulletin, or whether to rely on continued use of the website or some other electronic publication, and if a printed bulletin was used, whether to rely solely on electronic distribution. Some delegates supported the use of a printed document because of the advantage it gave to publicise the class to those who were not specifically looking for information, while others advised that they were no longer reliant on any form of printed information. However it was generally agreed that the main issue was persuading the fleets to generate content.

7.1 Patronage

- 7.1.1 TK explained that by patronage he meant class members contributing funds to the class, additional to their membership fee. His proposal had been approved at the last AGM. He sought advice on whether a request for patronage should be linked to a specific programme, such as the Archive, assisting boat charter, or setting up a pool of boats for charter.
- 7.1.2 RM observed that the most effective form of patronage came from individual owners investing in and preserving the value of individual boats, rather than the class. He also suggested that many prospective patrons felt no need for the formal recognition that a patronage programme might provide. Some individuals confirmed that as patrons they would prefer no publicity.

7.2 Sponsorship

- 7.2.1 TK opened the topic by focusing on the slogan “Over 100 years of elegance and tradition”. He noted that there is presentation material available, to any member approaching a prospective sponsor, which supported this theme. He saw scope for sponsorship in general, or on specific themes such as logistics or sport. He would arrange for the material to be made available.
- 7.2.2 TK reported that a working group had identified a list of potential sponsors, and had also identified some key points in the way that other classes had successfully engaged sponsors:
1. A continuous commitment for three to five years
 2. One event is not enough – the sponsorship programme needs to include national races or other events besides the major championships.
 3. It is important to avoid any conflict with local sponsors.
 4. It may be necessary to vary the race format, or offer other ‘fringe’ activities, to adapt to the sponsor’s needs, such as arranging for customers to join boats as guests on a training day.

TK

5. A sponsor needs some exclusivity and identifiable benefit, which requires a coherent approach

TK continued by noting that the working group had not yet approached the list of identified potential sponsors. It would also be important that the sponsorship benefit must spread to the national fleets if their events are to be offered up as part of a sponsorship package. Equally, the sponsor will need to understand what the local fleet might deliver.

- 7.2.3 There was general support for the idea of pursuing a 'macro' sponsor. However in discussion RM observed that he preferred a 'bottom-up' approach starting with local sponsors, and he noted that this can require a long lead time. It was generally agreed that there was a need to circulate the presentation material to support local efforts and help develop a consistent approach, and TK committed to do that. TK also advised that he could help sponsorship negotiations in Finland. RO was concerned about possible conflicts between local and class sponsors, and ML observed he would prefer to start locally. MSB advised that the Real Club Nautico de Sanxenxo already had significant local sponsorship expertise, and he noted that attracting sponsorship was a full-time activity.

7.3 Boats owned by the Estate of Erik T Larsen

- 7.3.1 TK reported that there were six boats for sale through Robbe and Berking brokerage, though the prices were very high. There might be scope to offer a price for all of them as a package deal, if a group of bidders could be formed, though they would need someone full-time to administer and care for them. PH observed that buying the boats would be the easy bit, and he had concerns about the cost of ongoing maintenance. It was generally agreed that this was a deal for a separate syndicate to pursue, and not something that ISMA should attempt to fund.
- 7.3.2 TK agreed to produce a structure for a possible syndicate. This might be based on establishing the boats as a charter fleet, in which case the cost of the charter to an existing owner might be set at a rate to present an attractive alternative to the cost of shipping his own boat. It was noted that the boats for sale included one that was not yet measured as a Six, and which is not compliant with the current rules for building a replica - any package deal to buy all the boats would mean finding a solution to this problem. TK

8 Overall Strategy and Priorities

- 8.0.1 Discussion on these topics had been subsumed in the discussion under other headings.

9 Priorities for Communication Strategy

9.1 Public Relations in La Trinité

- 9.1.1 XS noted that much of this topic had already been addressed under previous

items. He reported that, by a decision of the Board, Fiona Brown had already been engaged to provide PR support in La Trinité. He had started to make arrangements for her to liaise with the SNT organisation, specifically to ensure that she had the working facilities required and to explore the provision of a suitable RIB.

10 Technical Issues

10.1 Rule Change Proposals – Clarify Materials Requirements

- 10.1.1 VP(T) explained that this item was the revival of a proposal first generated in 2006/07 when the Class rule underwent some detailed revision. At that time there was an intention to re-write and simplify Rule 33 – the 'Exotic Materials' Rule - to reflect changes that had already been agreed. Incorporating the changes in the Class Rule should have been simple, but for reasons which have been never fully understood, ISAF refused to incorporate the change.

Secretary's Note: The proposed changes had been set out as long ago as the ISMA Journal 1/2004 (page 21), available here:

https://docs.wixstatic.com/ugd/999c95_29d348f4b28942e1be09f785044e4089.pdf

and were agreed at the AGM held in Porto Rotondo later that year – the minutes are in ISMA Journal 2/2004 (page 6) available here:

https://docs.wixstatic.com/ugd/999c95_73c9d63ebc0a44ef9dcecedbf707fb43.pdf

- 10.1.2 XS confirmed that the relationships with the Technical Office of World Sailing were now improved, and there was no reason why the change should not be brought forward again. The meeting agreed that the proposal should be brought to the next AGM

XS

10.2 Certification Revalidation and Certification Control

- 10.2.1 VP(T) explained that there was growing concern about the consistency of measurement. XS explained that under the present Class Rule certificates are issued by National Authorities after measurement has been completed by a measurer that the National Authority recognises as competent. Problems arose because not all of World Sailing's Member National Authorities (MNAs) had an equal level of expertise to act as a Certification Authority for the Class, and not all MNAs had suitable measurers to appoint or the skills to recognise whether they were competent.

- 10.2.2 VP(T) proposed that the Class should follow the precedent set by some other International classes (for example the Star Class), and bring the process 'in-house' by proposing a change to the Class rule such that ISMA becomes the Certification Authority. KL observed that Finland had already benefited from a training scheme for measurers. RR supported the idea of bringing measurement in-house, and VA endorsed the need for consistency of measurement. The meeting agreed that VP(T) and XS should pursue the idea with World Sailing, with a view to bringing forward a formal proposal for a rule change to the next AGM.

VP(T),
XS

- 10.2.3 VP(T) noted that there was scope for undertaking some check measurements of waterline lengths when a representative sample of boats gathered at La Trinité later in the year, and he proposed that with XS assistance he would carry out such checks independently of the event measurement process.

10.3 Use of Appendix A Classic Flotation Allowance and Ballasting

- 10.3.1 A copy of the briefing note previously circulated with the agenda is reproduced as Annex C. RO opened the topic by observing that it was regrettable that some intemperate correspondence had emerged. He considered that the issue needs:

1. Clarity and certainty.
2. To address the problem of boats that are 'ballasting down'.
3. Inclusivity – any solution must consider old boats and poor owners.

He noted that the original object of Appendix A had been to keep boats on the water and competing.

- 10.3.2 As a proposed solution, RO suggested the principle that:

- Any restored classic must rate 6.0m
- All competitive boats must rate 6.0m

Any other classic boat may opt for the concessions available in Appendix A, but then they would not be eligible for the full list of prizes, but for awards within the Classic fleet for Appendix A boats.

- 10.3.3 The meeting expressed general support for the idea that boats should have a valid rating of 6.0m to compete and recognised that boats using Appendix A did not comply with this principle. JL supported this approach, but KL was concerned about the marginal cases.

- 10.3.4 VP(T) observed that we still need more detail about the current sinkage of boats using the Appendix A allowance. He would like to see more measurements of rated length, and was cautious about dispensing with Appendix A without more data. He said that he was supportive of Greg Stewart's proposals, which had been widely circulated, to limit the scope for boats to ballast down if they were using the concessions of Appendix A.

- 10.3.5 VA noted that many owners have scope to lighten their boats to recover the original waterline. She advocated that the Class should take a strict approach over a limited transition period. PH said he would like to see eligibility for the Djinn Trophy restricted to boats that rated a genuine 6.0m, and XS observed that this was a matter for the Deed of Gift rather than the Class Rule, since it was the World Championship Deed of Gift – and the European Championship Rules - which defined the eligibility for the various trophies.

- 10.3.6 The meeting agreed a threefold approach:

1. To amend Appendix A to limit the addition of ballast – proposals for a Rule Change to be submitted to the next AGM.
2. To propose changes to the Deed of Gift and the European Championship

Rules to be submitted to the next AGM.

3. To continue collecting data in the interim, with a view to phasing out Appendix A over the next three years

XS

The final session closed at 1630.

Tim Russell
Executive Secretary
ISMA
14 May 2018

Appendices:

- A. Draft Budget for 2018
- B. ISMA Archive Project Report, March 2018
- C. The Appendix A Problem – Briefing Note

Appendix A

INTERNATIONAL SIX METRE ASSOCIATION

Draft Budget for 2018

First draft dated 31 March 2018

All figures in Euro (€) except where stated otherwise

Sterling account converted at £1 = € 1.14

2017		Note	Calculation		2018	Actual to date
			Rate	No.	Total	
	Income					
9,280.00	Full memberships	1	125.00	100	12,500.00	250.00
930.00	Associate memberships	1	50.00	18	900.00	0.00
0.00	ISMA Fees - over payment	1	375.00	23	8,625.00	25.00
20,800.00	Sail Labels	2	100.00	100	10,000.00	2,400.00
0.00	Sale of burgees	3	20.00	2	40.00	0.00
0.00	Regatta Fees		100.00	36	3,600.00	100.00
0.00	Archive project support	10	2280.00	5	11,400.00	2,280.00
31,010.00	Total income for the year				47,065.00	5,055.00
	Expenditure					
268.80	ISAF Subscription (£240.00)		273.60	1	273.60	273.60
266.68	Spring Meeting costs		300.00	1	300.00	
0.00	PR Contract	4	2,508.00	1	2,508.00	
0.00	PR travel, accommodation and expenses	5	2,500.00	1	2,500.00	
10,080.00	Secretarial contract (£750/month)		855.00	12	10,260.00	2,565.00
208.92	Secretary's accommodation	6	100.00	13	1,300.00	
1,010.40	Secretary's travel	7	500.00	1	500.00	
26.92	Sail Label Postage		3.00	20	60.00	
5,190.16	Purchase and engraving of medals	8	600.00	1	600.00	3,870.04
633.15	Presentation expenses	9	100.00	1	100.00	
0.00	Archive Project	10	11,400.00	1	11,400.00	1,898.33
153.36	Losses on currency exchange and bank transfers		0.00	0	0.00	36.25
208.30	Bank charges		15.00	12	180.00	62.71
18,046.69	Total expenditure year to date				29,981.60	8,705.93
12,963.31	Surplus of income over expenditure				17,083.40	-3,650.93
29,536.44	Balance brought forward from previous year				42,392.02	42,392.02
-107.73	Exchange rate correction from last year end				48.31	48.31
29,428.71	Corrected balance brought forward				42,440.33	42,440.33
47,392.02	Balance at bank				50,523.73	38,789.40

Notes

1. Assumes effect of new membership rates, as determined by working party at Hamburg.
2. Note that sale of labels in 2017 was unusually high for a World Championship year.
3. Limited stock of burgees left, priced to recover purchase price.
4. Based on rate Fiona Brown has offered.
5. Based on past experience of cost of accommodation and travel to La Trinité.
6. Assumes 9 nights La Trinité and 4 nights Saraweo. Note that Secretary was accommodated free in Vancouver
7. Assumes budget flights to Brunnen and associated travel to and from airports.
8. Assumes no repeat purchase. Expenditure this year was for engraving last year's medals.
9. Contingency provision.
10. Assumes project expenditure will be matched by contributions.

Appendix B

ISMA archive project report, March 2018

1. Overview

The ISMA archive project commenced in December 2017. At that time targets were set for the project manager to be completed by end of March 2018, ready for the ISMA spring meeting in April. Those targets were:

- Get in touch with or meet key collections holders.
- Draft a copyright policy.
- Make recommendations on how to develop the website.
- Draft a set of digitisation procedures.

In addition to those targets, work has included:

- Researching the new General Data Protection Regulations (GDPR) and the implication of that on this project. A planning document has been drafted.
- The infrastructure for data gathering and management has been planned.
- Work has started on drafting a 'handbook' guide for future editors of the website.

2. Collections holders, class historians and other sources of information

At the December meeting of the archive group key individuals were identified who are known to hold collections of archive material relating to Six Metres. Three individuals in the UK (Tim Street, David Elliott, Ian Howlett) have been seen face to face and one of the those in the US (Scott Rohrer) has been contacted by email.

In addition to these individuals, others have been identified who we would like to involve. These include other individuals as well as organisations. The list is growing and includes:

Individuals:

Pekka Bark
Matt Cockburn
Hank Thayer
Hans Oen
Douglas Reinke
Guy Roland-Perrin
Basil Carmody
Phillip Berbain

Organisations:

Lloyds Register
Det Norske Veritas
National Maritime Museum Greenwich
Beken of Cowes

3. Copyright

3.1 Summary and copyright policy

Copyright is of primary importance when undertaking a project of this nature. In order to achieve our goals we will need to both copy and publish (online) a lot of material that is copyrighted and

permissions must be sought. ISMA will need to a) acknowledge and respect copyright law and b) have systems in place to handle this effectively.

One of the main problems that archives have to deal with is handling material where the copyright holder is unknown, and therefore permission to reproduce cannot be sought. ISMA will need to agree a strategy for tackling this issue. It is my recommendation that members of the ISMA committee discuss and agree their attitude to copyright risk and agree a copyright statement to be published on the new website. It is important to balance the desire to publish archive material online with the need to comply with copyright law. In my experience copyright holders who come forward to challenge the use of copyrighted material are in general happy let organisations continue to use it with an agreed acknowledgement. They can sometimes request that a fee is paid for the continued use of the material.

I have drafted a copyright statement (Appendix A) to be published on the ISMA archive website. The key points of the statement are:

- The ISMA archive will always attempt to find and gain permission from the copyright holder before anything is published online.
- If the copyright holder cannot be identified the image/archive will be published online.
- ISMA will ensure that there is evidence of a reasonable attempt to locate the copyright holder.
- In the event of a previously unidentified copyright holder coming forward, their material will be removed from the website before negotiating a usage agreement (take down policy)

3.2 Creative Commons and licencing

A second area of copyright to consider is that of the website users. ISMA will gain permission to use copyrighted material, but best practice suggests that the website should make it clear to users whether they are free to make their own copies and download material from the site. With this in mind, I would suggest that ISMA should encourage copyright holders to extend their usage permission to the website users as well as to ISMA itself. One way to do this is through the use of Creative Commons licences (<https://creativecommons.org/>), which are free to use, recognised worldwide and frequently used for material published online.

It is anticipated that some copyright holders will not be happy to grant a Creative Commons licence to website users, which encourage the free use of material. This may be particularly of relevance to organisations that depend on copyright for their commercial viability (e.g. professional photographers) or designers wanting to closely protect the use of their designs. In these cases, users will be directed to the copyright holder themselves to negotiate the use of the material on a case by case basis.

4. Website development

In order to make recommendations on how to best develop the website, I have visited a number of museums and developers who have undertaken similar projects. The purpose of those visits was to gain advice, find out which options they might recommend and to learn from their work. There are numerous options available and the recommendation is being made following extensive research.

There are two fundamental issues which need to be taken into account when developing this website. The first is that the development of the website that meets ISMA's requirements is not straightforward. While creating a simple website is straightforward and can be done by anyone with reasonable IT competence, a website that also acts as an archive requires a greater depth of knowledge and wider skillset. The site needs to be able to support a large quantity of data and images and have a carefully designed search function in order to make that data accessible.

The second issue is that the longevity of this project is key and ISMA recognises that both the front and back end of the site need to be user friendly. It should be easy to edit and understand by people who do not have specialist knowledge of museum collections management or web development skills. This will help to ensure that different people will be able to take on the role of adding new data to the site into the future, without being concerned about it being difficult or confusing.

Taking all of these factors into account, I would like to recommend that ISMA uses a specialist developer to undertake the task of building the website. I am in the process of identifying and talking with a few specialist companies. The current favourite is Thirty8 Digital (<https://thirty8.co.uk/>) that specialises specifically in developing websites for museum collections.

Thirty8 is run by Mike Ellis, who is a strong advocate of the WordPress web content management system. Mike has worked in the field of web and digital development in museums for nearly 20 years, including seven years as head of web development for the Science Museum. He has a strong portfolio of collection based sites, including that for the Royal Albert Memorial Museum in Exeter (<http://rammcollections.org.uk/>).

The cost of using a specialist company is yet to be defined, but it is thought that the development of the website would be somewhere in the region of £10-£15,000. In addition, there would be an annual retainer for maintenance and support. The initial project budget circulated at the ISMA AGM in September 2017 estimated that the cost of web development would be somewhere in the region of £9,000 over the three year setup, which is broadly in line with the lower end of the above cost.

The advantages of using a specialist company are numerous:

- They are reliable with a proven track record.
- They already have a good understanding of what ISMA is trying to achieve.
- Their specialist skills will ensure a website that works well and does the job.
- They will be able to create the website quicker than a non-specialist.
- They can offer ongoing support beyond the initial project setup.

Website development: next steps

- Identify more companies and invite them to quote for the project
- ISMA to better define the website structure and contents
- Draw up a web design brief

5. Digitisation

5.1 Digitisation guidelines

Digitisation in the heritage world is a large subject and there are many standards and ways in which to digitise responsibly. I have been working through numerous digitisation guidelines published by different heritage organisations, taking best practice advice to apply to the ISMA archive project. Advice is also being sought from individuals with specialist knowledge.

The ISMA project has a particular set of requirements which includes:

- A need for portable and effective equipment
- Potential use of volunteers with limited access to software and equipment
- Non-specialist knowledge, requiring clear and specific instructions

A draft set of guidelines has been written for ISMA (Appendix B), taking these requirements into account.

5.2 Scanning equipment

I have also been looking into scanning equipment. Any scanner used for this project needs to be:

- Good quality
- Portable
- Easy to use
- Suitable for the material
- Able to produce the file types required

The two most suitable types of scanner that are both portable and useful for a wider range of documents are a **wand scanner** and an **overhead scanner**. More familiar flatbed scanners are unsuitable because of difficulties in transporting them as well as limited capabilities.

The prices of these portable scanners vary hugely, with a range from around £40 to more than £500.

I have started testing different types of scanners to find the most suitable for ISMA's needs.

6. GDPR

The new General Data Protection Regulation (GDPR) comes into effect on 25th May 2018. In general, the new regulation has been designed to give individuals more control over how their data is used and distributed. It also gives people the right to a) ask organisations what personal data they hold on them and b) request that their data is deleted.

GDPR is relevant to any organisation that holds personal data on individuals, the most obvious of which are things like contact details. It is anticipated that ISMA will need to keep records of those who have contributed to the archive project, and as such we will need to make sure that our recording systems comply with the law.

One clear part of the new regulation is that organisations must be able to demonstrate accountability and record their planning and decision making. With this in mind, I have written a

planning document (Appendix C) that outlines the requirements that we will need to meet, as well as listing the next steps we need to take.

7.Data handling

Any museum or archive collection will have been catalogued and the ISMA archive will need a cataloguing system too. I have been putting some thought into cataloguing, including finding a software cataloguing solution that will meet our needs and developing a numbering system.

7.1 Software

Most museums and archives will use a piece of software referred to as a collections management system. Many of these systems can be integrated with websites and can output data straight to the museum's online catalogue. They are sophisticated and powerful pieces of software and provide the organisation with huge flexibility to meet their own needs.

I do not, however, think that this type of collection management system will be suitable for our purposes. We will undoubtedly need to keep good, accurate records of all items in the virtual collection, but I feel that the amount of data we need to record for each item will be less than that usually recorded by museums. Collections management software can also be complex to use and specialist training can be required to get the most out of it.

My feeling is that, in order to preserve the longevity of this project and to allow others to take on the cataloguing in the future the system needs to be both accessible and simple.

With this in mind I would like to suggest two options for the ISMA archive collection. The first is that data is held in Microsoft Excel. This program is commonly used for all sorts of applications and most computer literate people are familiar with it. Data from Excel can be output as a CSV file, which can be uploaded and integrated to the website.

The second option is to hold the data in the website itself. It is possible to keep information within the framework of the site that is only visible from the back end and is not published online. Assurances will be sought from the developers that all data is secure.

This is an area that needs further thought and time to clarify and discussions with the website developer will be crucial in order to ensure that all systems integrate successfully.

7.2 Numbering system

All museums and archives have a numbering system which is used to identify individual items in their collection. Each item or discrete collection of items (e.g. a photograph album) is assigned a unique identification number (UID), or accession number, that can be traced back to the collections management system. Assigning a UID is an essential part of collections management.

Each organisation creates their own system for assigning UIDs. It does not matter at all how the numbers are assigned as long as there is no duplication. Often letter codes are used as well as numbers. I have developed a numbering system for the ISMA archive that uses letter codes and numbering.

APPENDIX A

ISMA archive copyright statement

ISMA recognises that the copyright of material made accessible on this website may belong to others. The material has been sourced from many different collections such as private individuals, businesses and publicly accessible archives. We understand that possession of a document does not constitute ownership of the copyright.

We have sought permission from collections holders to copy and publish their material. In circumstances where the owner of the physical document is not also the copyright holder we have sought permission from the copyright holder to reproduce and publish their material online.

Occasionally ownership of the copyright is unclear. In those circumstances we will endeavour to identify and contact the owner to ask permission.

If reasonable attempts to identify the copyright owner have been unsuccessful we will use the material on our site. If you are the owner of copyrighted material that has been published on our site without your permission, please do contact us and we will be happy to remove the items before negotiating a usage agreement.

Some material published on this website can be used for your own purposes. Creative Commons licences have been granted and those licences are linked from each record. Please note that some material cannot be used for commercial purposes. Permission must be sought directly from the copyright holder if your intended use falls outside those granted under the licence.

Digitisation Guide

Before you start creating digital copies of your archive, first read through this guide. It will advise you on the best way to create your images, which formats to use and how to save them so they can be used in the archive.

Creating your images

The first question you need to ask yourself is:

What am I digitising?

Flat document (A3 or under), e.g. letter, invoice, fax

Use a scanner. Scan at at least 300 dpi. Create a TIF and PDF if possible.

You should aim to end up with a master copy TIF and a searchable (OCR) PDF.

Photograph

Use a scanner. Scan at at least 300 dpi. Create a TIF (ideal) or JPG

You should aim to end up with a master TIF, a high res JPG (working copy – more than 1mb) and a low res JPG (web copy – around 100kb)

Book or leaflet (i.e. document that is not flat)

If possible, use a scanner. If this is not possible you will need to use a camera.

You should aim to end up with a master copy TIF and a searchable (OCR) PDF.

Object (e.g. half model or cup)

Use a digital camera. Take high quality JPGs.

You should aim to end up with a master copy TIF, a high res JPG (working copy) and a low res JPG (web copy)

Notes on photographs

Photography for digitisation can be tricky to get right, particularly when a document needs to be legible.

Camera

A reasonable quality digital camera should be suitable for the job. Make sure you are taking pictures in the highest quality setting. You do not need to be an expert in photography to get reasonable results. Using the camera's automatic setting should be sufficient.

Get it all in

It may seem obvious to state, but make sure you photograph the whole document or object.

Documents: Put on a flat surface and take the picture from the top down. Use a copy stand or tripod if available.

Objects: Make sure the object is on a flat surface with a plain background (e.g. a draped white sheet). Take photographs of the front and back. Pictures of the top and bottom would be a bonus too. Use a tripod if possible.

Lighting

Make sure your object is well – and evenly – lit. Be mindful of shadows falling across the item you are photographing. Try to avoid using the flash if possible as this can cause the image to flatten and create unpleasant shadows. Two desk lamps lighting an object from an angle is perfect.

Saving your images

The filename given to each image is very important as it will allow us to identify the item and link it back to its database record. For example, if the item has been assigned the number TSTR.5.28, the files should be named as follows:

Master TIF	TSTR.5.28.tif
High res JPG	TSTR.5.28.hr.jpg
Low res JPG	TSTR.5.28.lr.jpg

If there is more than one image for an item (for example pages of a book, or an object taken from numerous angles), then an alphabetical identifier can be added to the end of the number.

Low res JPG, first image	TSTR.5.28.a.lr.jpg
Low res JPG, second image	TSTR.5.28.b.lr.jpg
Low res JPG, third image	TSTR.5.28.c.lr.jpg

APPENDIX C

ISMA archive: Data protection and privacy planning

In order to comply with the new EU General Data Protection Regulation (GDPR) legislation which will become law on 25th May 2018, the ISMA archive will need to put certain systems in place. The purpose of this document is to clarify those systems in order to show accountability, in line with the regulation.

Why are we collecting data?

ISMA will collect information on individuals who have an interest in the ISMA archive website. These might be people who have contributed to the content of the site, or site users.

What will it be used for, now and in the future?

The data held will be used for the following:

- To inform individuals of news and updates.
- To inform individuals of policy changes or other changes that might affect their use of the site.
- Fundraising appeals.
- Responding to enquiries, researchers and historians.
- Audience analysis

What personal data are we collecting?

We will collect contact details from individuals (e.g. email, telephone number, address). Additional information might include the following:

- The boat/s with which someone associates themselves (e.g. owner, crew member etc)
- ISMA membership
- Other connections to or interest in the class

How long do we need to keep the personal data?

We will keep the personal data on file until the relationship with the individual is terminated. At this point the data will be removed and destroyed/deleted. In the case of copyright holders, we anticipate that some limited data will need to be kept on record for the duration that the individual's material is included on the website, to demonstrate that the website has the right to display the material. Where the contributor has supplied material for which no copyright exists, or where the contributor has gifted the copyright to the archive, sufficient data will be retained to verify that no copyright exists or that the copyright has been vested in the archive.

How and where will it be kept, and how will we ensure it is kept securely?

The information will be kept on a database and on paper. A consolidated record of personal data will be created, and this record will only be accessible to named individuals (e.g. project manager and ISMA secretary). The personal records will be password protected. Paper records will be kept securely with access limited to the named individuals above.

How will we record consent and how will consent be implemented?

Consents given will be recorded on each individual record.

Is the data held on each individual easy to retrieve?

An individual's data will be retrievable in the case of a request for information from that individual.

How will we ensure that the records kept are compliant with the law?

Individual records will include a list of consents given. They will also include dated evidence of when the record was made, and when consents were given. If an individual opts out of a particular element, date evidence will be recorded. This will ensure compliance with the law.

What do we need to do next?

The ISMA archive group needs to:

- Create a legally compliant recording system to hold personal data
- Write a privacy policy
- Write a consent statement

The Appendix A Problem

1. This note has been produced to set out a little of the background to Appendix A, to put the current problems in context.

History

2. In the early years of the class, it was assumed that boats would all hold a current rating certificate. However a problem appeared during the resurgence of the class in the 1980s and 1990s. In an attempt to swell fleet numbers, old boats were encouraged to join in the racing. They were perceived to be uncompetitive with the modern boats, and so a view was taken that it did not matter if they did not hold a valid certificate, since there was no chance they would win anything. Even without a certificate they would achieve the object of looking pretty and adding to numbers on the start line. In recognition of this fact, early versions of the World Cup Deed of Gift and the European Championship Rules contained the proviso that Organising Authorities could use their discretion in allowing 'classic' boats to compete even if they did not hold a valid certificate.

3. However, it was not long before many regattas began to offer specific prizes for classic boats, recognising that they were not competitive compared to more modern boats and to give them something to compete for. This intensified competition in the classic fleet. At the same time there was a growing recognition that, if the class was to present itself as a serious International Class, it should not be allowing unregulated boats to compete.

4. The problem that presented itself was that many classic boats had gained weight during life, whether from water absorption or from the weight of repairs and reinforcement, or both. If as a result they floated deeper than their original marks they would have a longer waterline, and the only way to maintain a valid rating would be to reduce sail area. Other classes using the International Rule have faced similar problems and come up with a variety of solutions, all of which have the effect of allowing the older boats to sail with a higher rating.

5. The methodology adopted in the Six Metre Class was to allow classic boats to maintain their original rating, based on evidence of their original waterline length, but with a concession that allows them to float deeper than their rated waterline. Based on evidence from the active classic fleet at the time, the 'deep flotation' allowance was set at 50mm, designed to be inclusive.

6. It is important to realise that any boat floating below the waterline on which its rating is based is, effectively, rated at more than 6.0m.

7. When Appendix A was introduced, it was aimed at those boats which had, unavoidably, gained weight through life, though in this context the concept of what is unavoidable is open to interpretation. The wording of Appendix A gives some guidance in specifying what material in the form of reinforcement is acceptable, and points out that the Appendix is supposed to apply to those boats that have been subject to 'only limited rebuild' and is not for use by boats that have been substantially rebuilt utilizing new timber and/or construction techniques. However the precise interpretation of the boundaries is not defined, and cases of doubt are to be referred to ISMA's

Technical Committee. Clearly a boat built as a replica would not qualify, but there is a considerable grey area.

8. A specific problem that has arisen stems from the wording of Appendix A, which effectively allows any boat which qualifies for the concession to make use of the full 50mm sinkage allowance whether it needs it or not. Some owners have recognised that additional ballast will enable them to increase the boat's waterline length, and quite conceivably, gain stability without making any reduction in sail area.
9. Arguments against using the concession in this way can take two forms:
 - a. It is not a level playing field, since a boat that has been kept dry through its life and maintained without any increase in structural weight might float at or just below its original marks, whereas a boat that was already floating deep would have less latitude to play with.
 - b. Consider the case of two identical new boats undergoing initial measurement. One owner could choose to ballast the boat to float deeper, but would pay a penalty in the form of reduced sail area compared with the boat that was not so ballasted. The use of Appendix A allows the boat floating deeper to do so without penalty.
10. The Class must also recognise that anyone setting out to restore a classic boat has some choice in how they will undertake the work. Some will deliberately seek to rebuild using generous scantlings in the interests of preserving the boat for the future and standing up to the increased loads of a modern rig, whereas others will try to repair to the original specification accepting the penalties of reduced longevity. And once restored, some boats will be dry-sailed whereas others will be kept afloat.

Options for Change

11. A number of courses of action are available. It is really up to the owners of the classic boats within the class to decide which way they want to go, but a few possible suggestions are set out in the following paragraphs.
12. Retain the existing wording. This effectively allows any classic boat to ballast down to the maximum allowed by the concession. This effectively acknowledges that all classic boats can adopt an increased rating.
13. Reduce the 50mm allowance. It has been suggested that the existing allowance of 50mm is too generous. ISMA has been trying to collect data to judge the implications of a reduced allowance. The limited feedback so far suggests that there are boats which need virtually all the existing allowance if they are not to reduce sail area. If the allowance was reduced they would have to reduce sail area – the wording of Appendix A already makes provision for this. Alternatively the class would have to individually 'grandfather' boats that do not comply – this would be a messy solution which should be avoided if possible.

14. Retain the allowance, but apply more stringent conditions to ballasting down. For example, it would be fairly simple to add an additional provision that boats should carry no heavier a keel than the original, and should carry no more internal ballast than that shown on their original certificate.