

**Newhaven Gig Rowing Club Committee Meeting**  
**Friday 20<sup>th</sup> October 2017**  
**Dex's Office, Trafalgar House, Newhaven**



**Minutes**

**Attendees:**

Nikki Tweedie, Dexter Allen, Mark Syrett, Graham Precey, Chloe Sands, Bob Rattray, Caroline Dean, Nicky Rattray.

**Apologies:**

Rachel Beardsworth, Tracy Day, Mark Beaumont.

**Action and Decision Table:**

<b>Actions</b>	
<b>Nikki Tweedie</b>	To invite John Carthew to an upcoming coxes meeting.
<b>Dexter Allen</b>	To speak to Isabelle and find out if she would like to take position of Junior Captain on the committee.
<b>Chloe Sands</b>	To keep NGRC Home/Surf Shop Progress on the agenda as a standing item.
<b>Nikki Tweedie</b>	To take to the coxes meeting (a) that row crews are set no less than 4 days in advance and (b) that should advertise set crew option to those that haven't yet joined one.
<b>Bob Rattray</b>	To confirm the exact cost for the first aid training.
<b>Decisions</b>	
It was agreed that the website would continue to use Paypal as the payment gateway and not introduce Braintree and a provision would be made for people to pay with cash or bank transfer when necessary.	

**1. Welcome and Apologies**

1.1 Apologies noted as above.

**2. Minutes of Last Meeting and Action Review**

2.1 Minutes of the previous meeting were agreed to be a correct record.

2.2 Actions were updated in the meeting and it was agreed that action 65/17 needs to be thought about more and a committee decision made. As there as time on the agenda it was agreed this would be discussed later in the meeting and then taken to the coxes meeting.

- 2.3 John Carthew has agreed to officially be the club's Bosun and it was decided he should be invited to a future coxes meeting.

**ACTION: NT to invite John Carthew to an upcoming coxes meeting.**

- 2.4 John isn't available for the maintenance in November but Martin Rogers' father is a boat building and has offered to get involved.

### **3. Junior Rowing**

- 3.1 Emma Tolhurst hasn't responded to the email sent 3 weeks ago asking to put a hold on the DBS application. MS will deal with this in person next week.
- 3.2 NT advised that she has spoken to a contact in Devon who has agreed with our decision on waiting for the correct DBS checks and advised that when we have charitable status we can access them for only £8 and the process is much faster. NT has arranged a phone call with her tomorrow and will update further after this.
- 3.3 Discussion took place on whether to start junior rows in the winter months and it was agreed that we should first have a programme to follow and ensure that our current booking process is working effectively before introducing additional rows. This item will remain on the agenda to update at the next meeting.
- 3.4 GP confirmed the TP is going to step back from the junior role on the committee so someone else should be found to take up this position.

**ACTION: DA to speak to Isabelle and find out if she would like to take position of Junior Captain on the committee.**

### **4. Gig Shed/NGRC Home**

- 4.1 GP introduced the item in MB's absence stating the he and MB are taking over the lease on the surf shop which also includes slip way access to the marina.
- 4.2 GP and MB would like to offer NGRC a new home. This would incur a charge but a proposition will be worked up when the fees are clearer near the end of the year. If NGRC moved it mean a saving in no longer being required to pay berthing fees.

**ACTION: CS to keep NGRC Home/Surf Shop Progress on the agenda as a standing item.**

4.3 MB's position as a trustee of NGRC would need to be reconsidered if we were to pay Newhaven Regeneration Group (NRG) for use of the surf shop and slip way as there would be a conflict of interest.

## 5. Publicity/Social Update

5.1 CS updated in RB's absence advising that we receive the link for the Aviva Community Fund on Monday and it goes live on Tuesday so we need to share this as much as possible. The second round of fitness sessions has also been a success.

## 6. Exercise for the Elderly

6.1 It was agreed this item would be moved to the next meeting and the time would instead be used to discuss row booking prioritisation and the website payment system.

6.2 Since discovering that even for people to pay using their card details on the website they have to sign up for a Paypal account, which has left some unhappy/unable to sign up for membership, a new company called Braintree was being looked. The following comments were made in relation to this:

- Braintree is still a Paypal company so this doesn't overcome (a) the ethical adversity some have to Paypal, or (b) the issue of facilitating those that have to/would rather pay via cash or bank transfer for other reasons.
- Comes back to the vision of the club to be accessible for all so can't exclude those who don't want to or are unable to pay via an online method.
- Another payment option is required – cash or bank transfer payment methods, with a confirmation email, should also be allowed in certain circumstances but this won't be an option that is offered to keep the use of this method to an absolute minimum.
- The rows cannot be booked without money/credits being in the Row Dough Wallet so this would need to be administered behind the scenes for those wishing to pay in cash or by bank transfer. This will be slightly more people intensive however for the likely number of people that will use this method it should not result in too much additional work.
- A fair amount of work has already gone into setting up Braintree however as this was not communicated to the rest of the committee and because it is still a part of Paypal it was decided that there is no requirement for an additional online payment gateway.

**DECISION: It was agreed that the website would continue to use Paypal as the payment gateway and not introduce Braintree and a provision would be made for people to pay with cash or bank transfer when necessary.**

6.3 The following comments were made in discussion around the best way to prioritise row bookings:

- On the website unlimited people will be able to book onto a row and then the cox will choose crews to ensure no one misses out.
- Set crews/squads were suggested for competent rowers. It is normal for rowing clubs to have squads and this would make the admin easier for the coxes and some people need regular slots due to work and childcare requirements. This would also ensure that those on crews get a guaranteed row each week.
- So as not to lose the social aspect from meeting new people ad hoc, open rows would still be offered.

6.4 It was asked that if Sweep Stroke/Maiden Voyage rows are cancelled that they be prioritised. It was agreed that they would be.

**ACTION: NT to take to the coxes meeting (a) that row crews are set no less than 4 days in advance and (b) that should advertise set crew option to those that haven't yet joined one.**

## **7. Paypal and Finances**

7.1 The following updates were provided:

- The payment for the T-Shirts has been made but they will take 3 weeks to arrive.
- All other payments are up to date apart from the first aid training. This needs to be paid in cash and BR will confirm the amount.

**ACTION: BR to confirm the exact cost for the first aid training.**

- £379 cash was taken last week and £820 was transferred from Paypal.
- Total balance after all deductions is at £2195.
- The money from the Great River Race (GRR) fundraising is still to be transferred. GRR crew will discuss distribution of funds this on Wednesday.

## **8. AOB**

8.1 NT has checked that DA is happy for us to continue using his office for meetings and he is.

8.2 It was suggested that an additional seat is required for the lazy bow. This is to be agreed.

**Date of Next Meeting: Sunday 19<sup>th</sup> November, time TBC. Dex's Office, Trafalgar House, Newhaven.**