

Newhaven Gig Rowing Club Committee Meeting
Monday 21st August 2017
TS Defiance, Chapel Street, Newhaven



Minutes

Attendees:

Dexter Allen, Mark Syrett, Graham Precey, Chloe Sands, Bob Rattray, Caroline Dean, Rachel Beardsworth, Tracy Day, Nicky Rattray, Nikki Forrester, Mark Beaumont.

Apologies:

Tiegan Precey.

Action and Decision Table:

Actions	
NF	To contact the bank to check on progress of CD's signatory application.
GP	To send RB contact details for Earthquake Drummers.
NF	To contact Signtek and request a statement of orders/deliveries of T-Shirts and reconcile payments.
GP	To distribute updated cashflow at end of August.
MB	To look into the cost of new and second hand oars.
NF	To work with CD to set up the PayPal account.
RB	To set-up a T-Shirt design competition.
NF	To find out possibility and cost of having signage on the gig cover.
GP	To contact the harbour master for recommendation on what light to use for the gig and purchase.
RB	To pin a post on NGRC Facebook page to communicate what the raised funds are used for.
MB	To see if 'Beat the Street' are able to attend the next Committee meeting.
MB	To bring something back to the next meeting on questionnaire to provide metrics, similar to that used by 'Beat the Street'.
NR	To distribute the Great River Race fundraising form.
Decisions	
Unanimously agreed to have the club own the boat; when account has £2000, £1000 will be taken to pay for the gig, to be continued until all 4 owners are paid back.	

1. Welcome and Apologies

- 1.1 Apologies noted as above.
- 1.2 GP chaired the meeting as NF dialled into the meeting.

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 looked at and have been updated. The following additional points were noted:
 - CD requires access to the bank in order to finalise the setup of the PayPal account. This could delay the website booking facility so it is important it is sorted out as soon as possible.

ACTION: NF to contact the bank to check on progress of CD's signatory application.

- Gig cover will arrive in about 6 weeks, there will be ratchets on the bow and stow and it has been advised that we don't use a padlock. The colour of white was agreed.
 - It was agreed the AGM should be delayed until the club has some members but the social event/membership announcement will go ahead as planned on 2nd September. It will be held in TS Defiance and will be a BYOB event.
- 2.2 RB advised the 6 week fitness course has made a £230 profit for the club, with some additional payments still to come.

3. Review of Objectives

- 3.1 The club is heading towards hitting the current objectives and it was agreed that we should hold off on creating new ones until these have been achieved and we have been allowed a period of reflection.

4. Publicity Update

- 4.1 RB provided the following updates:
 - The NGRC Facebook page has been shared on different pages and there has been a lot of interest from Brighton and local people.
 - Events for the rest of 2017 are organised.
 - Raj Baksi is no longer part of publicity due to other commitments so Caz is now helping out.
 - Meeting has taken place with the website creator and due to meet again to discuss online newsletter with an aim to have more social items on the website as well as Facebook.

- 4.2 It was discussed that member retention and continued interest in the club should be focussed on more as there is a limit to the number of new rowers we can currently take on.

ACTION: GP to send RB contact details for Earthquake Drummers.

5. Membership Statement

- 5.1 RB and NF have put together the statement which has been circulated to Committee and approved.

6. T-Shirt Invoice

- 6.1 NF advised there have been 5 invoices received for different amounts and 2 payments have been made but Signtek have no record of these so there is now confusion about what payments are actually owed. Reconciliation of orders and payments is required.

ACTION: NF to contact Signtek and request a statement of orders/deliveries of T-Shirts and reconcile payments.

7. Cashflow

- 7.1 GP outlined the main credits on the account which include £240 from The Hope's beer festival and £270 from T-Shirt sales. All outgoing payments including marina fees, website software and insurance have all been accounted for leaving £900 carried over this month.

- 7.2 There is still some income to account for but the balance is healthy.

ACTION: GP to distribute updated cashflow at end of August.

ACTION: MB to look into the cost of new and second hand oars.

ACTION: NF to work with CD to set up the PayPal account.

8. Gig Ownership Proposal

- 8.1 GP outlined 2 options for gig ownership; community shares or club ownership paid for with surplus in the account.

DECISION: Unanimously agreed to have the club own the boat; when account has £2000, £1000 will be taken to pay for the gig, to be continued until all 4 owners are paid back.

9. T-Shirt Design Alteration

- 9.1 There was not agreement on the suggested T-Shirt redesign so it was instead proposed that a competition be held to design the 2018 T-Shirt.

ACTION: ?? to set-up a T-Shirt design competition.

10. Gunwales Signage Idea

- 10.1 It was agreed that having signage on the gunwales would not be very visible but having the club logo and website on the new gig cover instead could be more beneficial.

ACTION: NF to find out possibility and cost of having signage on the gig cover.

11. AOB

- 11.1 With the evenings now getting darker it was agreed that the gig needs to have a much more effective light.

ACTION: GP to contact the harbour master for recommendation on what light to use for the gig and purchase.

- 11.2 NF congratulated RB on becoming a competent cox.

- 11.3 Arrangements for the next set of cox training were discussed and it was decided that it would be best to consolidate the coxes we have this year before working on new coxes as those that have completed training will still require additional support initially.

- 11.4 MB advised that there have been questions about what money is being raised for so this concern needs to be managed. It was advised that communication of this is in hand and will be clearer when the membership is announced. It was also suggested that a post be pinned to the top of the Facebook page to say what we are working towards.

ACTION: RB to pin a post on NGRC Facebook page to communicate what the raised funds are used for.

- 11.5 MB advised that 'Beat the Street', a public health funded initiative to get people out and about and active, has asked about how to signpost people to NGRC.

ACTION: MB to see if 'Beat the Street' are able to attend the next Committee meeting.

- 11.6 It was discussed that NGRC should start collecting data similar to that of 'Beat the Street' to provide metrics to let us know how we are doing in terms of getting people fitter and healthier. NF advised that this should be thought about more as this sort of questionnaire can be sensitive so shouldn't just be an addition to filing in the PARQ form.

ACTION: MB to bring something back to the next meeting on questionnaire to provide metrics, similar to that used by 'Beat the Street'.

11.7 NR distributed a fundraising form that has been out together for the Great River Race and the Committee was happy with this.

ACTION: NR to distribute the Great River Race fundraising form.

Date of Next Meeting: Monday 25th September 2017 at 19.30. TS Defiance, Chapel Street, Newhaven.