

**Newhaven Gig Rowing Club Committee Meeting**  
**Friday 29<sup>th</sup> September 2017**  
**Dex's Office, Trafalgar House, Newhaven**



**Minutes**

**Attendees:**

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

**Apologies:**

Tiegan Precey, Tracy Day.

**Action and Decision Table:**

<b>Actions</b>	
<b>NT/DA</b>	To organise man overboard drill.
<b>GP</b>	To confirm 2 week window for maintenance in November.
<b>NT/GP/DA</b>	To discuss what maintenance is required in November with John Carthew.
<b>All</b>	To think about how to ensure fairness in website booking system and review in next meeting.
<b>GP</b>	To formally ask John Carthew to be the club Bosun and start a maintenance log book.
<b>MS/NR</b>	To organise drawings and production of dollies.
<b>BR/RB</b>	To draft a press release on website/membership for Facebook page and the website.
<b>BR/RB</b>	To think about the schedule of promotion for NGRC.
<b>CS</b>	To keep 'Junior Rowing' item on the agenda.
<b>RB/NR</b>	To think about best methods to promote Aviva Community Fund.
<b>GP</b>	To inform Port User Group about the Aviva Community Fund.
<b>NR</b>	To develop a 6-12 month plan for grant/fund applications.
<b>BR</b>	To confirm with Mark Elliott if there is access to row booking data to aid keeping track of money received from rows and money on reserve.
<b>Decisions</b>	
MS to be the CPGA rep.	
Unanimous support for Dan running a club shop and pre-ordering supplies. Money requested would be paid.	
First payment of £1k to be paid to gig owners. £12.5k now remaining.	

## **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 Outstanding actions were discussed and it was asked that Man overboard drill be added to the actions. Currently getting a devise from British Rowing for this and planning to film and get George to edit to use the video as publicity.

**ACTION: NT/DA to organise man overboard drill.**

## **3. CPGA Membership and Rep.**

3.1 NT confirmed we are ready to apply for membership which needs to be done before October in time for CPGA's AGM. Our club has been proposed by London Cornish and seconded by Langstone.

3.2 £220 will need to be paid when applying and if NGRC becomes a member, the club must own the gig within 2 years.

**DECISION: MS to be the CPGA rep.**

## **4. Coxing**

4.1 The second coxes meeting had taken place and all decisions and actions are in the minutes on the cox's page. The following updates from the meetings were provided:

- Events have been thought about and the next one is a Halloween Row – no other major events have yet been planned.
- There is an opportunity in late November to take Amelie out of the water for maintenance in the Fort. The 2 week window needs to be confirmed and it should be thought about what needs to be done and how long will be needed.

**ACTION: GP to confirm 2 week window for maintenance in November.**

**ACTION: NT/GP/DA to discuss what maintenance is required for November with John Carthew.**

- 53 events are planned for the coming month. Now have a better sense of the number of Maiden Voyages required and the demand for competent rows (Maiden cut by 50% and competent increased by 50%). Competent rows are also now 90 minutes long.
- No incidents reported.

- 4.2 Discussion took place around how to allow for fairness in booking when moving to the website booking system to ensure that people who aren't always online aren't disadvantaged and are able to access rows. Options suggested include:
- Crews with fixed time slots then some ad hoc rows.
  - Ad hoc rows drawn through lottery system.
  - Should try to organically move toward set crews.
  - Squad of 7.

**ACTION: All to think about how to ensure fairness in website booking system.**

## **5. Maintenance**

- 5.1 It was agreed that John Carthew should be asked formally if he would be the club Bosun.
- 5.2 The Sea Cadets have recommended we use a log book for maintenance. It is a useful item to have and will also document the history of Amelie.

**ACTION: GP to formally ask John Carthew to be the club Bosun and start a maintenance log book.**

- 5.3 It has been suggested that we have a monthly event to take Amelie out of the water to clean and do any required maintenance and combine this with a social breakfast/brunch. It is believed that monthly would be too frequent throughout the winter but this should be thought about.
- 5.4 After seeing the use of dollies at the Great River Race it was agreed that we should have our own so we do not need to rely on the tractor etc. to get Amelie out of the water. MS advised that he would be able to arrange the drawings and NR knows and engineering firm that would likely produce them free of charge.

**ACTION: MS and NR to organise drawings and production of dollies.**

- 5.5 Bill Walters at the RNLI hosted the club and educated those attending on the life jackets. Will now have scheduled maintenance to take place at the cox's meeting and this will also be extended to other club members who wish to attend and provide some maintenance to their own life jacket.
- 5.6 New leathers still need to be fitted but before doing this the sills must be replaced with leather.

## **6. Website**

- 6.1 Bob Rattray advised that the website is almost ready to go live and the following next steps are proposed:
- Delete ladies crew test memberships.

- BR meeting with Mark Elliott on Thursday 5<sup>th</sup> October to finalise website.
- Go live with membership sign-up next weekend but hold on using for row bookings until members have signed-up.
- Competent crew will be signed up first (approx. 70 rowers) then a block will be placed on site so new sign-ups can only be novice members.
- Ladies crew will be used to test the booking procedure on the website.

**ACTION: BR and RB to draft a press release on website/membership for Facebook page and the website.**

6.2 A new PARQ form is required for every membership sign-up. This should be completed by the member and brought to the first row for a cox to check and approve. The approved forms should be passed to BR so he can authorise the membership on the website and file the form.

6.3 Thanks were given to BR for the time he has put into this and also to Mark Elliott. It was agreed Mark's contribution should be recognised by NGRC through writing a professional promotion piece for Gig Rower and marketing his service on our Facebook page and the website with tributes and statements.

**ACTION: BR and RB to think about the schedule of promotion for NGRC.**

6.4 Other things confirmed on this item include:

- Dates for cox website training were arranged in the meeting.
- All rows are to be shown on the website so can see full boat usage on the calendar.
- Claire Allsop has offered to help where she can – she is Sea Cadet Instructor in Brighton.
- 280 people have been through the club, with 67 now competent rowers having never previously rowed before coming to the club.
- It was discussed that the Sweep Stroke sessions should be open to all to improve their technique and demand for this should be tested.

## **7. Junior Rowing**

7.1 DBS checks have come back incorrect so still unable to have junior rows.

7.2 When NGRC becomes a member of the Cornish Gig Association we will be required have specific DBS checks so cannot use full checks that some coxes already have. Relationship with the Sea Cadets will also be affected.

7.3 It was discussed that it would be good to run courses for juniors in the school holidays and go to schools and colleges to promote this. A syllabus could be adopted so there is something to work towards with certificates provided on completion.

**ACTION: CS to keep 'Junior Rowing' item on the agenda.**

## **8. Fundraising – Aviva Community Fund & Newhaven Council Grant**

### **8.1 Aviva Community Fund:**

- RB put in for this fund where NGRC has the chance to receive between £1-25k depending on the amount of votes received. A link will be sent on 23<sup>rd</sup> October with tips on how to get the most votes which needs to be shared and people encouraged to vote for NGRC.
- It was suggested this be promoted via Living Newhaven, Seaford Radio and through the Port User Group which consists of 120 businesses.

**ACTION: RB/NR to think about best methods to promote Aviva Community Fund.**

**ACTION: GP to inform Port User Group about the Aviva Community Fund.**

### **8.2 Newhaven Council Grant:**

- This grant is for up to £200 and the application requires a lot of background information. NR advised that she requires more information in order to apply.
- There was question about what this money would be used for if the application was approved. In response to this it was agreed that NR should be responsible for handling this and bringing grant possibilities to the committee as this falls within her role. A database should be created to keep track of money received and what it is used for and all applications will go through NR.

**ACTION: NR to develop a 6-12 month plan for grant/fund applications.**

8.3 The money received from Telscombe Town Council for Junior Cox Training was discussed. It is doable however the club is not ready for this. It is important to demonstrate integrity as a club and ensure that any money received is used for what it was agreed when applying so this money should be held aside until a time NGRC is able to train junior coxes.

## **9. Newspaper – Great River Race**

9.1 RB advised she will be sending pictures and written article to Newhaven Matters to promote the club's achievement at the Great River Race as well as promoting the club itself.

9.2 It was suggested an article also be written for the website on NGRC and what has been achieved in its first year.

## **10. Instagram**

10.1 NGRC Instagram account has been going for a week and is currently being followed by 8 other gig clubs and Olympic rowers.

10.2 RB is speaking to George about putting together an NGRC 2018 calendar. If this could be created in time it was suggested it be sold for Christmas to raise funds for the club as an alternative to another raffle. A caption competition was suggested for the calendar with the winning 12 getting a free calendar.

## **11. Drop Box Access**

11.1 NR and RB still required access. This was rectified in the meeting.

## **12. T-Shirt Budget**

12.1 Dan Wittenberg is managing and running T-Shirt sales and has asked for permission to run this as a small shop for the club.

12.2 Dan's suggestion for pre-purchases was looked at. It was confirmed that the greater number purchased means less cost per unit so this proposal will be financially beneficial and also make things easier for Dan.

12.3 Dan is also looking at other suppliers but other options suggested include:

- Godfrey – British company that supply rowing kit and own logo can be used.
- Learay – option to order direct from supplier.

**DECISION: Unanimous support for Dan running a club shop and pre-ordering supplies. Money requested would be paid.**

## **13. Finances & First Gig Payment**

13.1 There is a slight issue with how the money is held as the rough dough wallet money needs to be on reserve but currently goes straight into the account. This will require a massive amount of admin time to keep track of the money NGRC has actually received from rows. Having a second bank account was discussed but it was agreed this wasn't required.

**ACTION: BR to confirm with Mark Elliott if there is access to row booking data to aid keeping track of money received from rows and money on reserve.**

13.2 GP ran through the cash flow for the month and advised that income for September totals £1238.10. If all money owed is paid there will still be over £1k in the account so it was agreed that the first £1k should be paid to the owners for the gig.

**DECISION: First payment of £1k to be paid to gig owners. £12.5k now remaining.**

13.3 It still needs to be decided how much money raised from the Great River Race will go to the RNLI and to NGRC. The money will be transferred to the NGRC account and then we will make a donation to the RNLI.

13.4 It was confirmed that we don't want a donate button on Paypal.

**14. Paypal and Bank Account**

14.1 This item was discussed within Item 13.

**15. AOB**

15.1 Nothing discussed in this item.

**Date of Next Meeting: Friday 20<sup>th</sup> October 2017 at 19.30. Dex's Office, Trafalgar House, Newhaven.**