

**Newhaven Gig Rowing Club Committee Meeting
Monday 31st July 2017
TS Defiance, Chapel Street, Newhaven**



Minutes

Attendees:

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

Apologies:

Nikki Forrester, Mark Beaumont, Raj Baksi.

Action and Decision Table:

Actions	
BR	To finalise details of 1 day, first aid at work training course.
NF	To confirm if she is happy to take on the role of Cox Lead
All	To work on policies for their area of responsibility, using a dedicated drop box folder, and bring back to committee.
Cox Lead	To arrange monthly meetings for all coxes and H&S.
Gig Owners	To discuss disposal of gig and bring back proposal to the next committee meeting.
CD	To go ahead with setting up Paypal account under a Not for Profit organisation to use as the gateway for website payments.
NF	To purchase gig cover.
MS/CS	To arrange the AGM for Saturday 2 nd September.
RB/DA	To arrange the social/membership communication event following the AGM on 2 nd September with help from DA for the bar.
Publicity	To work with fundraising to promote events.
BR	To send RB information on membership.
NF	To provide GP with an up to date bank statement.
All	To provide BR with bio and photograph for the website committee page.
Decisions	
To go ahead with a 1 day, first aid at work training course for 10x coxes at a cost of £235 to include course and certificates.	
To keep using the gig shed as kit storage.	
To use Paypal for the website payment gateway	
To go ahead with purchasing gig cover at £888.	
To go ahead with Sea Cadet rows as long as a DBS checked member from Sea Cadets is present and the cox has an enhanced DBS on file.	
No rows will take place for juniors until NGRC has received their own DBS checks.	

1. Welcome and Apologies

- 1.1 Apologies noted as above.
- 1.2 CS chaired the meeting in NF's absence.

2. Minutes of Last Meeting and Action Review

- 2.1 Actions were looked at and have been updated. The following additional points were noted:
 - DA advised that the progress of the DBS checks was chased the previous week.
 - MS and MB needed to have a conversation about the charity application.
- 2.2 The requirement of first aid training for the coxes was discussed. It was confirmed that British Rowing doesn't see it as a requirement but it was agreed that every cox should attend a 1 day, first aid at work course.

DECISION: To go ahead with a 1 day, first aid at work training course for 10x coxes at a cost of £235 to include course and certificates.

ACTION: BR to finalise details of 1 day, first aid at work training course.

3. Overview of 'Overboard' Meeting

- 3.1 CS introduced the item, outlining the main outcomes of the overboard meeting which include the need for communication, policies, roles and responsibilities and club direction. It was also advised that most actions resulting from the meeting were included later in the agenda for discussion or decision.
- 3.2 The following points resulting from the meeting were also made:
 - The 4 gig owners are being looked at too much for direction and the club needs to be run by the club and find its own feet with regards to direction.
 - Communications through Whatsapp can often confuse the conversations that have taken place at committee.
 - Social events should be arranged once per month to raise money for charity.
 - Dex is back and it was agreed he has final say on health and safety.

4. Roles and Responsibilities

- 4.1 Roles from British Rowing were looked at along with Dex's suggestion and the following was decided:

<u>Role</u>	<u>Committee Member(s)</u>
Chair	Nikki Forrester
Treasurer	Caroline Dean/Tracy Day
Secretary	Chloe Sands
H&S and Safeguarding	Dex Allen
Fundraising	Nicky Rattray
Publicity/Social	Rachel Beardsworth/Raj Baksi
IT & Comms	Bob Rattray
Cox Lead	Nikki Forrester
Junior Captain	Tiegan Precey
Legal	Mark Syrett
Maintenance	John Carthew

ACTION: NF to confirm if she is happy to take on the role of Cox Lead.

5. Policies & Procedures

- 5.1 In the absence of NF, CS explained that this item was to discuss each committee member taking responsibility for creating/updating the policy in their area and to then get final approval of the policies from committee.
- 5.2 It was advised that the policies we already have are largely based on the standard so these should be looked at as well.

ACTION: ALL to work on policies for their area of responsibility, using a dedicated drop box folder, and bring back to committee.

6. Monthly Cox Meeting

- 6.1 It was agreed that a monthly meeting to review activities, incidents etc. should take place.

ACTION: Cox Lead to arrange monthly meetings for all coxes and H&S.

7. Kit Storage

- 7.1 CS advised that NF had obtained the key from Wave Leisure for the container by Shakespeare Hall to use as storage for the kit.

- 7.2 Concerns were raised about wet kit being unable to dry out if stored in the container.
- 7.3 GP advised that he was happy for the kit to continue to be stored in the current gig shed until we have a lockable gig cover when it can then be stored on the gig.

DECISION: To keep using the gig shed as kit storage.

8. Gig Ownership

- 8.1 It was suggested that discussion should take place between the gig owners to ensure they are all agreed on the way forward with disposal of the gig to the club.

ACTION: Gig Owners to discuss disposal of gig and bring back proposal to the next committee meeting.

9. Payment System

- 9.1 Paypal is being looked at to use as the payment gateway for the website. A lot of research has gone into this and Paypal appears to be the best option. Users can either set up their own online wallet in paypal where the user is charged or they can pay by card where the club is charged. The transactions can be reversed.
- 9.2 The standard charge is 3.4% but there are different categories including those for Not for Profit and Charitable organisation where the charge reduces.
- 9.3 CD will be setting up the Paypal account which will be under the name of NGRC with CD named as the admin.
- 9.4 As the club is not currently a charity it was agreed that the account should be set up under the Not for Profit status and changed to charity, if and when this is achieved.

DECISION: To use Paypal for the website payment gateway.

ACTION: CD to go ahead with setting up Paypal account under a Not for Profit organisation to use as the gateway for website payments.

10. Gig Cover

- 10.1 The cost of the gig cover being looked at is £888.

DECISION: To go ahead with purchasing gig cover at £888.

ACTION: NF to purchase gig cover.

11. Row Booking System Software

11.1 Go ahead for the software at a cost of \$79 was agreed previously via email in order to move forward ASAP.

12. Communication of Membership

12.1 The following updates were provided:

- A projection of £1500-£1800 income is expected from the introduction of membership.
- The membership will go live on 1st September.
- Membership fee can be paid up front, in full (£60) or monthly (£5 per month).
- £3 will be charged for all rows, including adventure rows.

12.2 It was agreed that an open night event should take place in order to communicate the membership to people and promote the club. After discussion it was decided that the AGM would take place on the same day, with the social event following this. A date of Saturday 2nd was agreed: 19:30-20:30 for the AGM and the social event following, to be held in TS Defiance.

ACTION: MS and CS to arrange the AGM for Saturday 2nd September.

ACTION: RB to arrange the social/membership communication event after the AGM on 2nd September with help from DA for the bar.

13. Publicity Requirements

13.1 RB asked the committee what fundraising wanted publicity to do and required information for advertising the AGM, social events and the membership. It was agreed that fundraising and publicity would discuss requirements outside of the meeting and BR would send the relevant information on the website/membership to RB. BR also advised that there were forums and messaging systems on the website to use.

ACTION: Publicity team to work with fundraising to promote events.

ACTION: BR to send RB information on membership.

- 13.2 RB stated that she would get an Instagram account for the club up and running.
- 13.3 It was discussed that the social team should have autonomy to organise social events for the club.
- 13.4 Christmas and New Year events would be looked at. GP confirmed that The Earthquake Drummers had agreed to do a joint New Year's Eve party with NGRC. This would be a ticketed event.

14. Objective Setting for 1 Year Plan

- 14.1 This item was something to be looked at due to direction being something that came out of the Overboard meeting. There was not enough time in this meeting to look at this in much detail but looking at the 1 year objectives it was clear that the basics of a plan exist.

15. AOB

- 15.1 It was agreed that the Scout Hall booking for 23rd September should be cancelled in order to concentrate on the event for membership communication. TP advised Karen Stanyard of this during the meeting so no further action is required.
- 15.2 The following was discussed in relation to DBS checks:
- There were varying views around the requirement of DBS checks however British Rowing views that individuals should have their own DBS check however if an organisation (e.g. Sea Cadets) is happy that NGRC do not need a DBS as long as a staff member is present then this is OK.
 - Two issues exist here; one being on taking out the sea cadets and the other about NGRC taking out their own juniors.
 - It was decided that coxes that have an enhanced DBS should provide this to put on file until the club receives the correct DBS checks.
 - BR advised that there will be a facility on the website to ensure that only authorised people will be able to book onto rows as helpers

DECISION: To go ahead with Sea Cadet rows as long as a DBS checked member from Sea Cadets is present and the cox has an enhanced DBS on file.

DECISION: No rows will take place for juniors until NGRC has received their own DBS checks.

15.3 It was confirmed that the trailer is being repaired ready for the Great River Race and that the Rampion row will have to be rescheduled from 12th August to allow for more time to plan.

15.4 GP sent around the predicted cash flow however the current bank account figure was not known.

ACTION: NF to provide GP with an up to date bank statement.

15.5 GP has renewed the insurance for £322 and will upload a copy of the new certificate to DropBox.

15.6 BR asked that the committee members look at the committee page on the website and provide him with a photograph and bio in order to update the page.

ACTION: ALL to provide BR with bio and photograph for the website committee page.

15.7 GP advised that there is a group of midwives that are coming for a private row and it was agreed that £300 would be a suitable amount to charge them.

15.8 Once BR has organised the row booking software for the website he will organise a meeting with coxes to show them how it works.

Date of Next Meeting: Monday 21st August 2017 at 19.30. TS Defiance, Chapel Street, Newhaven.