

**Newhaven Gig Rowing Club Committee Meeting
Tuesday 3rd July 2017
TS Defiance, Chapel Street, Newhaven**



Minutes

Attendees:

Nikki Forrester (NF) - Chair, Mark Beaumont (MB), Dexter Allen (DA), Mark Syrett (MS), Graham Precey (GP), Gina Baker, Karen Stanyard, Chloe Sands (CS), Bob Rattray (BR), Caroline Dean, Rachel Beardsworth, Raj Bakshi (RB).

Apologies:

Alison Behrens, Tiegan Precey.

Action and Decision Table:

Actions	
All	To ensure the current gig shed is empty by end of July 2017.
DA	To ask about putting our signage up at TS Defiance.
NF	To distribute the proposal for Gig in a Box.
NF	To progress acquisition of Gig in a Box.
Membership Team	To move forward with introduction of membership with a suggested go live date of 1st September 2017.
MS	To amend constitution to include the introduction of club membership.
MB	To distribute the charity pros and cons document.
MB	To progress the CIO application, looking at CASC in more detail as a potential alternative if application is unsuccessful.
MB	To distribute the objectives to be submitted for CIO application.
Decisions	
Majority vote won to go ahead with the move to TS Defiance.	
Majority vote won to move forward with acquiring Gig in a Box.	
Majority of 7 won the vote to accept the membership proposal.	
Unanimous vote to progress CIO application.	

1. Welcome and Apologies

1.1 NF introduced the meeting by reviewing the club mission and aims which mainly cover physical and financial accessibility and sustainability. Objectives from the business plan were referred to including the achievement of 50 club members, 10 trained coxes, raising funds to purchase the gig and an increased junior presence.

1.2 Apologies noted as above.

2. Minutes of Last Meeting and Action Review

2.1 GP advised that notice has been served on the current Gig Shed for end of the month and TS Defiance is to be viewed as the rowing club's new home from 1 August 2017.

ACTION: All to ensure the current gig shed is empty by end of July 2017.

2.2 The terms of the move to TS Defiance were outlined:

- No cost incurred for use of venue;
- Storage for oars and locked cupboard for kit available;
- 24/7 access to building;
- Able to use as a temporary arrangement;
- In return for the above NGRC will be required to teach the junior sea cadets.
- It was confirmed that NGRC would be able to use the space for other events – the Sea Cadets are keen for the venue to be used more by and for the community.

2.3 Discussion took place around alternative options that had been looked at to relocate to but there is currently nowhere else available that would be more suitable. The TS Defiance venue isn't a permanent solution but will be the best option for now and NGRC's move should help to rebuild this community asset. MS advised that it is important to do what is right for this moment in time, to further work on the business plan and find a way to achieve a more ideal solution.

DECISION: Majority vote won to go ahead with the move to TS Defiance.

2.4 GP expressed concern about a lack of visible presence in the new venue.

ACTION: DA to ask about putting our signage up at TS Defiance.

2.5 NF provided an outline of the Gig in a Box offer that was deferred from the previous meeting which involves the opportunity to have a plastic gig, Seven Stars, from April 2018 at a cost of £500 excluding mooring and insurance.

ACTION: NF to distribute the proposal for Gig in a Box.

2.6 Discussion took place around whether this was the right time to acquire a second boat as NGRC is not yet using the current resource efficiently and to anywhere near full capacity. The business plan also states that 50-60 members should have been achieved before acquiring a second boat; currently there are no members. It was argued that the plastic gig would be more durable for new rowers and during winter months so Amelie wouldn't depreciate as quickly. The opportunity of having two gigs for one year could be viewed as pilot to try and stimulate more interest and see if it would be worthwhile investing in an additional gig in the future.

- 2.7 It was discussed whether NGRC could justify the cost of Seven Stars. There is the need for a contingency fund to pay for the continual cost of maintenance and mooring should the number of rowers decrease and partners also need to be paid back but MB advised that this pay back would be more likely to come from other funding streams. RB also argued that the income from team days could offset the cost as we know these can be delivered well.
- 2.8 CS suggested crowdfunding as a potential way forward to raise more income. It was confirmed that this has been discussed in the past but there was uncertainty as to whether this could really be achieved. MB argued that once we have gone through the process to try and achieve charitable status we could put resource into pursuing this option or trying to raise funds elsewhere.

DECISION: Majority vote won to move forward with acquiring Gig in a Box.

ACTION: NF to progress acquisition of Gig in a Box.

- 2.9 RNLI has agreed to repurpose the life jackets free of charge.

3. Items for Decision

a) Membership

- 3a.1 BR introduced the paper and led discussions around the introduction of club membership.
- 3a.2 In response to queries the following points were clarified:
- A structure will be put in place to help those on low incomes. It is usual for memberships to provide free or affordable access to this cohort.
 - The funds from membership would go towards maintenance, new life jackets, buoyancy aids for juniors, DBS checks, session coach training for new coxes etc.
- 3a.3 There was concern about introducing membership in relation to becoming a charity. It would need to be proven that trustees are not benefitting from the membership and that the club is solely benefitting the wider community. Inclusivity is also a concern as the membership structure restricts some parts for members only however it was argued that it will still be inclusive as anyone will be able to row. It was agreed that inclusivity has to be considered in every decision that is made for NGRC.

DECISION: Majority of 7 won the vote to accept the membership proposal.

ACTION: Membership Team to move forward with introduction of membership with a suggested go live date of 1st September 2017.

ACTION: MS to amend constitution to include the introduction of club membership.

b) Review of Survey

- 3b.1 37 responses were received from the survey.
- 3b.2 Retention rate is poor and the website needs to do more to support this.
- 3b.3 It was suggested that some individuals need to have a regular slot each week in order for them to attend consistently which can be achieved.

c) Charitable Status

- 3c.1 MB introduced the item which has been brought back to this meeting after further queries having been raised. It was outlined that the club is growing and doing well and in order to help sustain this for the future there is a need to become a charity.
- 3c.2 A colleague of MB that audits charities has put together a document which outlines the pros and cons of different types of charity. From this the following must be noted:
 - It is important to be concise with the objectives of NGRC as a charitable organisation to ensure that a strong argument exists. Must ensure public benefit is clear.
 - There is a need to keep an eye on trading activities as a charity as any income over the 20% limit will put the trustees at financial risk as they will need to pay tax. Currently trading income is higher however until we become a charity there is no option to apply for grants to achieve higher income from alternative sources.

ACTION: MB to distribute the charity pros and cons document.

- 3c.3 The alternative option of becoming a Community Amateur Sports Club (CASC) was discussed. One downside to this is that a CASC is not eligible for many grants that a charity could get. It does however run in a similar way to a charity in terms of trusteeship and would ensure the trustee is not liable. It was agreed that this should be looked at as an alternative option should the application to become a charity be unsuccessful.
- 3c.4 MS advised that the main benefits to becoming a Charitable Incorporated Organisation (CIO) are limited liability for trustees and can be measured against the business plan. DA added that there will also be synergies with the growth of NGRC in helping the sea cadets grow and other organisation such as the Scouts.
- 3c.5 Then option of an Unincorporated Association was disregarded as trustees would not be willing to accept liability.

DECISION: Unanimous vote to progress CIO application.

ACTION: MB to progress the CIO application, looking at CASC in more detail as a potential alternative if application is unsuccessful.

ACTION: MB to distribute the objectives to be submitted for CIO application.

d) Confirmation of New Committee Members and their Roles

3d.1 Item was not discussed.

e) Decision Making Outside of Committee

3e.1 Item was not discussed.

f) Central Calendar

3f.1 Item was not discussed.

g) Online Payments

3g.1 Item was not discussed.

h) Insurance

3h.1 Item was not discussed.

i) DBS Checks

3i.1 DBS checks must be done before the PGL event on 6th August. It was confirmed that this would be discussed outside of the meeting.

4. Items for Discussion

a) Installation of SeaCider Logos to Amelie

4a.1 Item was not discussed.

b) Harbour School Summer Fete

4b.1 MB and GP will be taking part in this event on 14th July. Amelie will be towed to the school grounds and used to educate on sea safety.

c) PGL Event

4c.1 It was agreed that this item would be discussed outside of the meeting in conjunction with item 3i.

5. Committee Updates

5.1 This item was not discussed.

Date of Next Meeting: 31st July 2017 at 19.30. TS Defiance, Chapel Street, Newhaven.