

**Newhaven Gig Rowing Club Committee Meeting
Sunday 17th December 2017
60 Haven Way, Newhaven**



Minutes

Attendees:

Nikki Tweedie, Dexter Allen, Mark Syrett, Mark Beaumont, Chloe Sands, Caroline Dean, Nicky Rattray, Tracy Day, Daniel Wittenberg.

Apologies:

Graham Precey, Bob Rattray, Isabel Allen, Rachel Beardsworth.

Action and Decision Table:

Actions		
Responsible	Detail	Deadline
Nikki Tweedie	To check with Mark Elliott whether the row booking is reopened automatically if someone cancels their space on a confirmed row.	End Dec 17.
Mark Syrett/ Nicky Rattray	To make initial contact with Sea Cider to advise them on what we are doing for them and come to an arrangement moving forward.	As soon as possible.
Nicky Rattray	To identify fundraising pathways and bring back to next meeting for discussion.	Late Jan-Early Feb 18 (Exact date tbc).
Nicky Rattray	To prioritise applications for sports coaching funding (Gatwick Community Fund a suggested starting point).	End Jan 18.
Nikki Tweedie	To decline the film request.	As soon as possible.
Dan Wittenberg	To put together a summary on options for merchandise and send to Chloe.	15 Jan 18
Chloe Sands	To get Club Shop removed from website.	18 Dec 17
Dan Wittenberg	To make D-shape cover supports.	End Jan 18.

Decisions
Unanimous – 24 hours' notice for cancellations is required in order to receive a refund.
Unanimous – Kevin Alderton will sign off the accounts every year.
Unanimous – to use East Sussex County Council to progress the DBS applications.
Unanimous – Andy Siese to take on the role of Safeguarding Lead.
Unanimous – Not in favour of paying £100 per month to use space in the current gig shed. Sea Cadets building will be used instead.

1. Welcome and Apologies

1.1 Apologies noted as above.

1.2 Asked to formally note that Graham Precey has left the committee.

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 the Action Log was updated.

2.3 The following was noted on the actions:

- **Ref. 83/17:** NT has spoken to Simpson's who have advised there is another potential opportunity that would be cheaper than NGRC's current arrangement.
Russel Simpson advised he has seen plans for the marina and it will be completely redeveloped over the next 2 years to include shops, flats, a covered workshop for boats and more parking.
NT has looked at the neighbourhood plan which has a focus on bringing the arts into Newhaven. There has also been interest in the idea of facilitation good mental health and wellbeing through rowing and there is the potential to look at how to come together with others in the community to move this forward.
NT has arranged to meet with Susie Mullins next Friday to hear from her and see how things fit together. After this a meeting with the marina owner and architect can be arranged.
- **Ref. 85/17:** NT has contacted the ladies for feedback and main points made were:
 - Saturday women's crew want to stay together as cant attend evening rows.
 - Lewes women want to form a crew and train separately.
 - All want to row with men and novices.
 - A lot of interest in events and races.
 - Gig shed not welcoming or focussed on rowing.
 - Website difficult to navigate but people appreciative of work that has gone into it.
 - No record of which event the row dough has gone to when booking a row.
 - Some people don't want to use Paypal.
 - People are generally pleased with the offer and recognise a lot of work goes into it.
 - The Q+A session was useful and should be repeated.
- **Ref. 86/17:** NT will work with Bob on ensuring the row bookings are clearer. The schedule for January has been sent out so is in planning. More feedback can be gathered after January and can keep improving as we go.

3. Paypal and Finances

- 3.1 CD advised that there are still problems with Paypal as the letter of authority was not enough to allow the funds to be released. A charity registration number is required which we will get when we hear back about the charitable status (up to 40 days from submission). Until this there is the option to register as a sole trader or wait until a response is received from the charity commission.
- 3.2 There is currently about £2,000 in the bank account. There is some money to come out as well as income from T-Shirt sales and the Great River Race fundraising. It was agreed that we should leave things as they are for now and review the situation at the next meeting.
- 3.3 When the Paypal situation is sorted out the proposal is that the membership income will go straight into the bank account and refunds can be dealt with as and when this is required. In order to deal with the row dough it is proposed that the cox should message Caroline and Tracy after each row with the names of those that attended so it is clear what money is definitely the clubs. CD and TD will develop something between them to manage this.
- 3.4 The refund policy was discussed in the coxes meeting and brought here with a suggestion of a 12 hour cut off. After some discussion it was agreed that a 24 hour deadline for cancellation in order to receive a refund was a preferred option as this would also allow enough time for the cox to try and fill the space.

DECISION: Unanimous – 24 hours’ notice for cancellations is required in order to receive a refund.

- 3.5 The process for row closure and confirmations was discussed and it was agreed that rows should never close automatically. Coxes can start looking at crews days before the row date and can confirm the crew if there are enough people that have booked; this will then stop others from booking on that row. If there is not enough interest, it means that people are able to fill spaces up to the day of the row.

ACTION: NT to check with Mark Elliott whether the row booking is reopened automatically if someone cancels their space on a confirmed row.

- 3.6 There has been a request from Aviva to sign off the accounts. NT has spoken to Kevin Alderton about doing this for us on a yearly basis.

DECISION: Unanimous – Kevin Alderton will sign off the accounts every year.

4. Fundraising

- 4.1 It was confirmed that Karen, Gina and Graham made an arrangement with Sea Cider originally but there is no further information on this. RB and MB have tried to contact the owner but to no avail.
- 4.2 It was agreed that another attempt should be made to gain contact, possibly through writing a letter, to find out what the arrangements are and to advise them of the events we have already promoted them at and the future events we plan to attend with their logo on Amelie.

ACTION: MS and NR to make initial contact with Sea Cider to advise them on what we are doing for them and come to an arrangement moving forward.

ACTION: NR to identify fundraising pathways and bring back to next meeting for discussion.

5. Junior Rowing

- 5.1 When confirmation of charitable status is received we can access DBS checks and get these done quickly.
- 5.2 SCDA were going to process the DBS application but there is clearer and better governance when doing this through an umbrella organisation so East Sussex County Council would be a preferred option. They charge a flat fee of £50 then £9 per DBS.

DECISION: Unanimous – to use East Sussex County Council to progress the DBS applications.

- 5.3 NT has discussed with DA about a separate safeguarding lead and Andy Siese was suggested for this role of which he is happy to take on.

DECISION: Unanimous – Andy Siese to take on the role of Safeguarding Lead.

- 5.4 Anne Swan is the child safeguarding lead for the whole of Sussex and she has agreed to deliver child safeguarding training with Andy Siese to the coxes. NT will deliver adult safeguarding training.
- 5.5 It was suggested that when the club is able to facilitate junior rowing the option of family rows is also considered.
- 5.6 No junior rowing is currently allowed and the concern that an under 18 has been rowing for over 6 months with no one realising or bringing this to the attention of a cox was discussed. It must be ensured that this does not happen again.

6. NGRC Home

- 6.1 MB advised on the plans for the current gig shed whereby 4-6 hot desks will be installed for people to rent for £99 per month. NGRC was offered a closed off space at the rear of the building for £100 per month. This was voted on with MB excluded from voting due to a conflict of interest.

DECISION: Unanimous – Not in favour of paying £100 per month to use space in the current gig shed. Sea Cadets building will be used instead.

- 6.2 It was agreed that we would discuss this at the next committee meeting and work out timings around removing the sign from the current gig shed and informing the club members about the move.

7. Club Coach Training

- 7.1 There are a couple of coxes that would like to do a Session Coach Course (£250) and both NT and DA would like to do the Club Coach Course (£300). The process of funding this was discussed and it was agreed that funding should be applied for and then the remaining cost could be split between the club and those taking the course. It was agreed that fundraising should prioritise this.

- 7.2 Sports coaching funding can be applied for and MS suggested Gatwick Community Fund as a starting point.

ACTION: NR to prioritise applications for sports coaching funding (Gatwick Community Fund a suggested starting point).

7. Film Request

- 7.1 Contacted by someone wanting to film using Amelie and rowers from the club. There is no overview of the film that can be provided other than an explanation that it is about refugees and they want to film rowers throwing a rug overboard.

ACTION: NT to decline the film request.

7. AOB

7.1 Merchandise:

- Dan advised that the current process for purchasing and distributing T-Shirts and money management is unmanageable.
- Other clubs have been spoken to and they all seem to use a company that set up a page for the club with the logo and the kit we want. If people are directed straight to the supplier it means NGRC won't get any income from this – this is the option other clubs take. NGRC could act as a broker however this wouldn't solve many of the current issues.

- It was advised that the shop needs to be immediately removed from the website as people are making orders that cannot be fulfilled.
- MS suggested looking at Leray as a supplier.

ACTION: DW to put together a summary on options for merchandise and send to CS.

ACTION: CS to get Club Shop removed from website.

7.2 Maintenance:

- NT advised that the boat owners will be meeting with John and Richard to plan the maintenance for 2018. This needs to be planned around the events/races members are attending so an events meeting will take place first.
- NT thinks she has found a free space that the club could have for 8 weeks – waiting for confirmation.
- Blade covers are required in order to prevent damage to the oars – will bring this to the next meeting.
- The current cover supports don't work. D-shaped supports have been found for about £90 but after discussion DW agreed he would be happy to make these and NGRC would cover the cost of materials etc.

ACTION: DW to make D-shape cover supports.

7.3 A decision was made in the coxes meeting about scheduling rows and the following was outlined:

- GP is no longer coxing after December and there is currently no cox that can take over the Up with the Lark rows.
- DA will cox the men's row.
- 2x race crews during the week (mixed and women's) either weekly or fortnightly.
- 1x women's race crew on Thursday.
- Every other week with alternate between cox training and maiden voyage.
- 1x earn to row on Saturday and 1x on Sunday.
- 2x open rows on Saturday and 2x on Sunday.

7.4 Currently an emergency action plan doesn't exist so the coxes will develop a 3-5 point action plan and practice this.

7.5 Alex has put together a star chart for what skills rowers need to achieve in order to become competent. This will be brought back to the next meeting.

7.6 It was confirmed that repayments to the boat owners need to be put on hold until the issue with Paypal is resolved.

7.7 It was advised that conflicts of interest will be on the agenda for discussion at the next meeting but that the committee should think about this in the meantime. The following points were made on this item:

- The expectation is that there are no dramatics and committee members behave in an adult and professional manner. There is a need for individuals to take responsibility for managing their own behaviour.
- If there are issues that cannot be aired at the meetings then these should be taken to the Chair.
- If people wish to leave the committee they should give notice of this and should be present and one final committee meeting to hand over and say goodbye.

7.8 The meeting was ended on a positive note with the Chair acknowledging that the club and committee are doing a fantastic job and people are using their skills to help the club and are stepping up to help take things forward. There is a need to ensure we have a narrative to celebrate our achievements whilst accepting that there are teething problems and working together to rectify these.

Date of Next Meeting: To be Confirmed – late January to Early February.