

Newhaven Gig Rowing Club Committee Meeting
Friday 2nd February 2018
Dex's Office, Old Artex Building, Newhaven



Minutes

Attendees:

Nikki Tweedie, Dexter Allen, Mark Syrett, Mark Beaumont, Chloe Sands, Caroline Dean, Nicky Rattray, Tracy Day, Bob Rattray, Isabel Allen, Rachel Beardsworth, Lee St Clair

Apologies:

Andy Siese.

Action and Decision Table:

Actions		
Responsible	Detail	Deadline
Mark Syrett	To work with Dan Wittenberg on a proposal and quote for items in the rowing kit, including junior options.	Next Committee Meeting – late Feb (tbc).
Mark Syrett/ Mark Beaumont	To provide Lee with contacts for barn dance and MS to contact Val Orchin.	End of Feb.
Mark Beaumont	To send NGRC logo file to Lee.	ASAP
Mark Syrett	To speak to fundraising team about Gig on the Green.	End of March.
Rachel Beardsworth	To send details of GRR money to CD for audit purposes.	End of Feb.
Mark Syrett	To arrange production of dollies.	End of March.
Chloe Sands	To circulate insurance options for urgent comment.	4 Feb.
Mark Syrett	To call insurance broker to explain circumstances and organise insurance.	11 Feb.
Nikki Tweedie	To order more pegs for Amelie.	11 Feb.
Dex Allen	To find out more about the free DBS checks for British Rowing members.	Next Committee Meeting – late Feb (tbc).
Chloe Sands	To write up refund policy and ensure this is visible on the website.	4 Feb.

Decisions
Unanimous – to move to an automated provider for rowing kit.
Unanimous – Approved the new member sign-up process.
Unanimous – Agreement for new refund policy with amendment that there will be no refund with less than 24 hour cancellation, regardless of whether the seat can be filled.

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 the Action Log was updated.

2.3 The following was noted on the actions:

- **Ref. 62/17:** NT and DA are going to Weymouth on 3rd Feb to receive training.
- **Ref. 88/17:** Sea Cider has offered NGRC cider throughout the year. Now the club is a member of the CPGA we cannot advertise on Amelie due to her being considered as a heritage vessel.
- **Ref. 89/17:** Still waiting for outcome of charitable status application. Sport England grant will be the first port of call.
- **Ref. 92/17:** Dan Witterberg wants to hand over responsibility for T-Shirts and Caz Garrigan and Jane Mitchell have offered to take this on. Mark S has found out about automated merchandising – 2 companies found offering branded and cheaper products. The page would have a similar look to our website. NGRC would be able to achieve a profit and the company would handle all the administration. Need to select the items we want to offer, including a race pack, then work to tender from the quotes received.

DECISION: Unanimous – to move to an automated provider for rowing kit.

ACTION: MS to work with Dan Wittenberg on a proposal and quote for items in the rowing kit, including junior options.

3. Fundraising Team Update

3.1 Lee St Clair attended the meeting to feedback on past events and update on events organised and those also being considered.

3.2 Success of the stall at the Christmas Fair in Newhaven has been reviewed and the fundraising team have concluded this is not the best method for fundraising. This method would be good to raise awareness of the club but effort would be better put into social events, raising money on the back of these. It is a good lesson learnt.

3.3 The following events have been confirmed or are in planning:

- The next confirmed event is a quiz night on 2nd March. Tickets are being sold and venue has been secured free of charge.
- Need to identify dates for next event, likely to be April-May. Considering a gin making/mixing competition.

- Negotiated with the CDA (Fish Fair organisers) to have the marquee on the evening of 15th June free of charge. Thinking about an event such as a barn dance and band.

ACTION: MB and MS to provide Lee with contacts for barn dance and MS to contact Val Orchin.

- Lee has offered a brewery tour to the club with 20 tickets. These will be sold for £20 per ticket, taking requests from those interested and drawing names from a hat. Date of this will be confirmed in May.

3.4 It was also confirmed that time would be better spent writing to companies for sponsorship or money than organising raffles. Lee has drafted a letter which she will circulate for approval.

ACTION: MB to send NGRC logo file to Lee.

ACTION: MS to speak to fundraising team about Gig on the Green.

4. Finance – Overview and Planning

4.1 The following updates were provided:

- CPGA membership fee has been paid.
- Over £2000 is still frozen in the Paypal account.
- Agreed that when £300 is in MB's account he will transfer to NGRC.
- £200 of membership payments were missed. CD has emailed all required and payments are being received via BACS.
- £500 still outstanding from Aviva – advised this will be received no later than 20th Feb.
- £400 still outstanding from the GRR fundraising as RB is having issues with Paypal.
- Life jackets and other equipment will be required when the new boat arrives in the first week of April – expected cost of approximately £1000 to bear in mind.

ACTION: RB to send details of GRR money to CD for audit purposes.

4.2 Due to the rise in mooring fees, NT has spoken with Simpsons and Peter Leonard to see what they are able to offer. The following has been confirmed so far and the committee should consider the options:

Simpsons:

- £110 per month to have Amelie on trailer in the yard, with Simpsons getting her in and out of the water when required.
- NGRC and Simpsons would both need to see if this arrangement would work, especially in the summer months when Simpsons is busy.
- MB expressed concern about their organisation and reliability for ensuring Amelie is in the water when we need her.

- MS expressed concern about using the trailer to get Amelie in and out of the water and that dollies would be better for this.

ACTION: MS to arrange production of dollies.

Peter Leonard:

- £100 for same offer as above.
- Needs to get back to NT with tide times for the mooring.

- 4.3 MS outlined the current situation with insurance and it has been found that the current insurance only covers the mechanics of the boat so we urgently need a new set of insurance policies. There is a large jump in price, to over £1000 for what we require, but this is cover that other clubs have so we would not be over insuring. MS has been in contact with the broker recommend by the CPGA and options will be circulated for urgent confirmation.

ACTION: CS to circulate insurance options for urgent comment.

ACTION: MS to call insurance broker to explain circumstances and organise insurance.

5. Proposed New Member Sign-up Process & PARQ

- 5.1 The following was confirmed in response to queries about the new proposed process:
- It was confirmed that we have to have hard copies of the PARQ form and that new CDPR regulations are causing issues with online storage.
 - New members have to pay £1 as there is an old law about being a ferry service if people don't pay.
 - It is the responsibility of all coxes to contact Bob to advise when someone has been approved and ensure Rhiannon receives the form immediately.

DECISION: Unanimous – Approved the new member sign-up process.

- 5.2 It was confirmed that if anyone ticks 'yes' on the PARQ for any condition the form must be passed to DA or NT before the individual can row. If there is a health issue and the individual has been approved to row, all coxes must be made aware and the individual needs to be told they should inform the cox themselves at the start of the row.

6. Row Listing Standardisation

- 6.1 Coxes are doing different things which are confusing members – consistency is needed.
- 6.2 It was agreed this should be discussed in the next coxes meeting and everyone should go through their bookings together to ensure consistency.

7. Details of Upcoming Race Events

7.1 NT has been speaking with Ben Fowler and Bob (umpired last year) about reviving the Head of the Ouse race and the following was outlined:

- Conversations have been had with relevant individuals and organisations and all are in favour.
- It is suggested that this will be a NGRC event, separate from the raft race.
- Bob has agreed to Chair this year and is very keen to support us.
- Plan to ask Bill from RNLI to be the safety officer and they are happy to provide safety boats.
- Spoken to Susie Mullins about funding for the event.
- Duncan Kerr (CEO, Wave Leisure) is keen to make space available at the fort and Shakespere Hall is required.
- Preliminary contact has been made with bands, artists and photographers with the plan to shape the event as a Waterbourne festival.
- Small and invite only initially to ensure the event has a good foundation for future years.
- Plan to have a maximum of 15 boats racing – Ben has 5 boats to put in and the people that rowed the channel want to return and race at the event.
- Person that does the timing for the GRR wants to attend to time.
- NT mentioned this at the CPGA AGM and everyone was very keen to be involved.
- NT is meeting with Bill and Bob on Tuesday to progress if committee happy to own the event.

DECISION: Unanimous – To move forward with reviving Head of the Ouse.

7.2 NT has been approached by Veolia asking for 2 team days involving rowing but also mindfulness and wellbeing. NT has been putting together a programme with a mindfulness practitioner which will be circulated before the next meeting. There will be a 4 week or 1 day programme which can be sold to Veolia and individuals and organisations after that and will pilot it with the club. The idea is that the programme will be deliverable by all coxes so it has been designed at practitioner level so those without a clinical qualification are able to deliver.

8. Junior Rowing

8.1 IA outlined the following ideas for attracting junior rowers:

- To encourage adult rowers to bring their children to row.
- To ensure siblings are able to row together if they wish, for familiarity.
- Going to school to promote the club would be good but it should be ensure that junior rowers also attend to speak as this will be well received by other children.

8.2 MB advised he has been contacted by schools that are desperate to encourage more out of school activities. It was suggested that we could

attend schools with the RNLI to help promote water safety as well as rowing with NGRC.

8.3 It was also suggested recruiting a local sports coach to train as a cox as teaching children is very different so may be good to have people with more experience of this.

8.4 DA did a safeguarding course in Guildford and found out that if an individual is a member of British Rowing they can get an enhanced DBS for free.

ACTION: DA to find out more about the free DBS checks for British Rowing members.

8.5 It is important to ensure the club is ready for a potential influx of juniors before promoting too much and that we are able to fulfil our commitment to the Sea Cadets.

9. Proposed New Refund Policy

9.1 The policy was discussed and an amendment was proposed. The amendment suggested was that if a member cancels less than 24 hours before the row they will not receive a refund, regardless of whether the seat can be filled or not.

DECISION: Unanimous – Agreement for new refund policy with amendment that there will be no refund with less than 24 hour cancellation, regardless of whether the seat can be filled.

ACTION: CS to write up refund policy and ensure this is visible on the website.

9.2 It is important that, in order for the policy to work, rows are closed no less than 24 hours before the row so that automatic refunds are not given if someone cancels late and that people are encouraged to book onto a row, even if it looks full, to ensure there is a reserve list.

The rest of the agenda was not discussed and will be carried forward to the next meeting.

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