

**Newhaven Gig Rowing Club Committee Meeting**  
**Wednesday 28<sup>th</sup> February 2018**  
**TS Definance, Chapel Street, Newhaven**



**Minutes**

**Attendees:**

Nikki Tweedie, Dexter Allen, Mark Syrett, Mark Beaumont, Chloe Sands, Caroline Dean, Nicky Rattray, Bob Rattray, Isabel Allen.

**Apologies:**

Andy Siese, Tracy Day, Rachel Beardsworth

**Action and Decision Table:**

Actions		
<u>Responsible</u>	<u>Detail</u>	<u>Deadline</u>
<b>Chloe Sands</b>	To check for old carpet to use for laying the oars down.	ASAP
<b>Nikki Tweedie</b>	To chase Richard Bush on the oar repair.	Next Committee meeting – date tbc
<b>Mark Syrett</b>	To check the new insurance will cover junior members.	Next Committee Meeting – March date tbc
<b>Chloe Sands</b>	To send out a ‘save the date’ for the AGM.	18 March
<b>Nikki Tweedie</b>	To confirm personal Drop Box accounts are also GDPR compliant.	End of March
<b>Chloe Sands</b>	To amend access to Drop Box.	ASAP
<b>Bob Rattray/ Chloe Sands</b>	To put details of data use and storage on the PARQ and website.	End of March
<b>Nicky Rattray/ Nikki Tweedie</b>	NR to contact Peter Leonard for price of 8x Crew Saver lifejackets and 1x radio and NT to sort the rest of the kit.	End of March
<b>Chloe Sands</b>	To create Safeguarding Policy for the club based on British Rowing guidelines.	End of April
<b>Nikki Tweedie</b>	To put together a proposal document for private events (e.g. hen dos) and team building days and distribute to the committee.	End of April
<b>Mark Beaumont</b>	To send NR details of Wave Leisure community fund.	End of March
<b>Nicky Rattray/ Mark Syrett</b>	To create a framework for bid/grant applications.	March-April

## **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.

## **3. Finance Update**

3.1 Paypal has been given our charity number so this issue should soon be resolved.

3.2 The following financial updates were provided:

- £1583 currently in the account.
- Paypal balance is £2333.
- Money received from Aviva on 21<sup>st</sup> Feb.
- Mark's loaned account contains £188.
- CPGA paid.
- Insurance paid.

3.3 CD will be asking Damon Rollinson for help to produce a new finance spreadsheet.

3.4 Owe £900 for berthing but payment is being held on this prior to NT meeting with Dan to discuss our package. NT is optimistic we will be offered a similar or better deal to that we are currently on and will arrange a meeting over the next couple of weeks.

## **4. Maintenance - Oar Covers**

4.1 The options of having oar covers was discussed and it was decided we would not go ahead but instead use something like an old carpet to put on the pontoon before laying down the oars.

**ACTION: CS to check for old carpet to use for laying the oars down.**

**ACTION: NT to chase Richard Bush on the oar repair.**

## **.5. Gig Insurance Report**

5.1 New policy is now in place and Mark Syrett will cancel the original policy and try to get the best rebate possible for us.

5.2 Additional insurance will be required for the Head of the Ouse event so NT has applied to Newhaven Town Council's event fund to cover the management and public liability, for approximately £500.

- 5.3 New insurance means that we are only club members are covered. This means that anyone who wants to row needs to sign up and complete a PARQ form.

**ACTION: MS to check the new insurance will cover junior members.**

## **6. Clothing Merchandise Update**

- 6.1 This item will be carried forward to the next meeting.

## **7. Charity Status/AGM/Business Model**

- 7.1 NGRC has achieved charitable status!
- 7.2 An AGM needs to take place to announce and celebrate. Date of 5<sup>th</sup> May was agreed for this and it is to be held in TS Defiance building.

**ACTION: CS to send out a 'save the date' for the AGM.**

- 7.3 NT provided the following updates from when she and MS attended the CPGA AGM meeting:
- There were concerns that some clubs don't have constitutions – NGRC is not one of these.
  - There are an increasing number of overseas clubs.
  - Average age of gig rower is 40 and over so the CPGA is keen to support junior rowing.
  - CPGA members are keen on the ethos on inclusivity which is what NGRC has been building from the start.
  - More updates from the AGM can be seen on the CPGA website.
- 7.4 The business model needs to be reviewed to ensure agreement with what we want to achieve this year.

**ACTION: All to review the business model and discuss any required amendments at the next committee meeting.**

## **8. GDPR Regulations**

- 8.1 NT advised on the following points:
- Individuals need to be advised about how their information will be stored and how long data will be held for (1 year after end of membership). This needs to be added to the PARQ and the website.
  - Individuals need to be given the option to withdraw their data.
  - Won't involve major changes but we need to make members aware.
  - Dropbox is compliant but NT will confirm this applies to personal accounts as well as business. CS also needs to ensure access for committee members to the Drop Box account is through their email only and not through a shared link. This will ensure access can be withdrawn should it be required.

**ACTION: NT to confirm personal Drop Box accounts are also GDPR compliant.**

**ACTION: CS to amend access to Drop Box.**

**ACTION: BR/CS to put details of data use and storage on the PARQ and website.**

## **9. Current Mooring**

9.1 This was discussed in Item 3.

## **10. New Boat**

10.1 Seven Stars will arrive in the first weekend in April but we will be advised of more details nearer the time.

10.2 New kit is required for the second boat. It was agreed we would pay for this immediately but apply for funding for another full kit as the original will likely need to be replaced soon as well.

**ACTION: NR to contact Peter Leonard for price of 8x Crew Saver lifejackets and 1x radio and NT to sort the rest of the kit.**

## **11. Standing Item: Junior Rowing**

11.1 IA and CD met to discuss junior rowing and IA outlined the following ideas to move forward with this:

- Put a post on Facebook about recruiting juniors to see how much interest there is. Age range will be 10-18 and 4ft9" is the minimum height required.
- Organise a date for an open invitation/launch event to meet juniors and their parents. This should be before the AGM on 5<sup>th</sup> May and take place at TS Defiance.
- At the NCRC quiz night will go round and speak to parents and juniors about joining.
- IA will get together her own junior committee and create a chat group if they don't have time to meet.
- Aim to start junior rows mid to late May.

11.2 DBS checks are still required for the coxes but it was suggested that it should be voluntary for the coxes that wish to take out junior rows. Trainee coxes with DBS will be used for the competent crew on junior rows. Parents will not be allowed on the boat in lazy bow unless they have a compliant DBS. A Safeguarding Policy is required on the website to outline this.

**ACTION: CS to create Safeguarding Policy for the club based on British Rowing guidelines.**

## **12. Community Event**

12.1 MB has been asked by Harbour Primary School to attend their local community fair with Amelie on 13<sup>th</sup> July. The committee agreed to doing this.

### **13. AOB**

13.1 Team Building days and other types of private event were discussed and it was agreed that we could do these. Team days would be charged at around £2.5-3k per day and other events would be priced on an ad hoc basis.

**ACTION: NT to put together a proposal document for private events (e.g. hen dos) and team building days and distribute to the committee.**

13.2 MB advised that Wave Leisure has opened up a community fund for an amount from a £3k funding pot and also the Co-Op have a fund we could apply for.

**ACTION: MB to send NR details of Wave Leisure community fund.**

#### **Fundraising**

13.3 A bidding pack/framework document is required for ease of applying for funds. This needs to include 1 year accounts/3 months of bank statements, constitutions and policies. Most funds want to support specific projects so the business plan should be consulted to ensure we stay within the scope of what the club wants to achieve. For example, the Sport England grant would be to help NGRC purchase Amelie.

13.4 The following process for bids was suggested:

- Identify funds as they open.
- Need agreement from committee that it fits with the business plan and we want to go ahead.
- Identify lead for application and they then appoint support.
- Put together a rough draft tender and ensure all questions are answered.
- Final sign-off from committee before submission (circulate in word document).
- Only use Drop Box to ensure version control – a Fundraising folder should be created.

**ACTION: NR and MS to create a framework for bid/grant applications.**

**Date of Next Meeting: To be Confirmed – Late March.**