

Newhaven Gig Rowing Club Committee Meeting
Wednesday 13th June 2018
NGRC Club House, Newhaven



Minutes

Attendees:

Nikki Tweedie, Mark Syrett, Chloe Sands, Caroline Dean, Rachel Beardsworth, Mark Beaumont, Isabel Allen, Dexter Allen, Daniel Wittenberg, Rhiannon Williams.

Apologies: None received.

Action and Decision Table:

Actions		
<u>Responsible</u>	<u>Detail</u>	<u>Deadline</u>
Dan Wittenberg / Mark Syrett	To speak to Jane Mitchell about merchandising.	July meeting.
Rhiannon Williams	To get a list of all members that have agreed for their details to be shared with the CPGA.	July meeting.
Nikki Tweedie	To sort out mooring fees.	17th June
Caroline Dean	To put together a 12 month financial forecast.	July Meeting.
Rachel Beardsworth	To put out a post letting people know about the plan for junior rowing.	July Meeting.
Rachel Beardsworth / Isabel Allen	To meet and plan an open club house event to promote junior rowing.	July Meeting.
Mark Beaumont	To speak to Heidi Rollinson about designing something for the Boat Purchase Fundraiser to use on the website and Facebook.	July Meeting.
Dan Wittenberg	To come back with project plan for buying laser cutter to make pins for the club.	July Meeting.
Rachel Beardsworth	To come back with quotes for pins.	July Meeting.
Nikki Tweedie	To speak to accountant about charging gift aid.	July Meeting.

1. Welcome and Apologies

1.1 Apologies noted as above.

2. Minutes of Last Meeting and Action Review

2.1 Minutes of the previous committee meeting were agreed to be a correct record.

2.2 Outstanding actions were discussed and the Action Log was updated. The following was noted:

- 38/17: Still need something for GDPR and Junior Rowing.
- 06/18: Steel has been delivered. Work in progress and still within budget.
- 34/18: Have agreed a list of kit to send to suppliers for a price then will ask to see samples.

ACTION: Dan W and Mark S to speak to Jane Mitchell about merchandising.

- 36/18: Sea Cadets no longer want to go ahead with paying 50% for club house use as we want different things so don't think it will work.
- 37/18: The GDPR policy has been sent to the CPGA.

ACTION: Rhiannon to get a list of all members that have agreed for their details to be shared with the CPGA.

2.3 Minutes of the AGM held on 5th May 2018 were agreed to be a correct record.

3. Finance Update

3.1 The following financial updates were provided:

- £1,000 paid to gig owners - £9,500 remaining to pay off Amelie.
- £1,860 in bank account.
- £1,001 unused funds in row dough wallet.
- £600 grant from NRG needs nominees. Need to promote this more to new members.

3.2 Still need to sort out mooring fees. Nikki has been trying to speak to Mike about this as we are getting into debt.

ACTION: NT to sort out mooring fees.

3.3 It was suggested that we need a 12 month forecast for finances, especially in relation to the projections for paying off Amelie in order to know what grants are needed to fill the gaps.

ACTION: CD to put together a 12 month financial forecast.

4. Standing Item – Junior Rowing

- 4.1 It was confirmed that Andy Siese has the DBS applications and should now be chasing up references.
- 4.2 Promotion for junior rows is required in the meantime to start to gather interest. It was suggested to start with children of current club members to pilot junior rowing and then open up to others in September.

ACTION: RB to put out a post letting people know about the plan for junior rowing.

ACTION: RB and IA to meet and plan an open club house event to promote junior rowing.

- 4.3 The business model may now need to be reviewed. This can be discussed at the next meeting.

5. Beginner Membership

- 5.1 It was outlined that there is now a beginner option for people to sign up, paying £1 for membership, and then enable them to book onto the sweep stroke and maiden voyage without having to set up a row dough account.
- 5.2 Coxes now need to set up sweep stroke and maiden voyage rows to free and set this to beginner membership level. Tick both beginner boxes. Let RW know if there are any problems.
- 5.3 RW also advised that a cox needs to go through everyone's GDPR form; this can be done online. It was advised that all with a doctor's note should be sent straight to Dexter and other coxes can look at the rest.

6. GDPR Responses to CPGA

- 6.1 MS will send the details of those who have given permission.

7. Wall Print

- 7.1 It was agreed that the print should be with hem and eyelets to enable it to be easily movable to be used at other events. Photo to be used needs to be decided.

8. Boat Purchase Fundraiser Mission

- 8.1 Mark Elliott currently has no time to help put something on the home page of the website.
- 8.2 An agreed alternative was to put something on the news page of the website and on Facebook instead, which can be updated around 1x per month.

ACTION: MB to speak to Heidi Rollinson about designing something for the Boat Purchase Fundraiser to use on the website and Facebook.

9. Junior Rowing for Schools

- 9.1 NT has been contacted by 2 schools about rowing, one is an independent school in Brighton and the other is in Ringmer.
- 9.2 The schools have asked how much we charge for juniors and about a private event for the school. The cost of 2x coxes and 2x competent rowers would need to be priced in when thinking about the cost. Need to think about whether they want a cox or a coach as this is a different ask and will also affect the cost.
- 9.3 It was suggested that a business could be made out of this by the coxes and competent crew charging for their time and giving the profit to the club. There may be a conflict if the trustees are paid for their time so this should be looked into further.

11. Half Day Team Day

- 11.1 There has been a request for a half day team day. It was agreed that £300 would be an appropriate charge for this.

12. Private Rows

- 12.1 The price to charge was discussed and it was suggested that there should be a different Mon-Fri and weekend rate. Thoughts of around £20 per person were suggested although there is a difference between corporate and private rows which needs to be defined.
- 12.2 For private rows there could be a tick list of options with layers including food etc. If a coach is requested then this will be an additional charge.
- 12.3 PARQ forms would have to be completed as part of the sign up process and one cox and a competent crew in lazy bow should be sufficient.

13. Ergo Membership

- 13.1 It was suggested that we charge an additional £30 on yearly membership for those that wish to have ergo access included. This would be instead of the previous suggestion of people grouping together to purchase their own ergo and is conditional of us getting the grant.
- 13.2 It would work by those authorised having access to the key safe (combination will be changed regularly) and attending pairs. A training session and cox sign off would need to take place before allowed to attend without supervision and slots would be booked first.

13.3 It was suggested that a separate booking system such as Eventbrite would be better to use as if this is done on the website things could become very confusing. There is also the ability on Eventbrite to only allow authorised email addresses to book and it could also be set up to pay per session.

13.4 The cost of £30 additional should be thought about more as it may not be enough. Concessions could be made for people that would like access but can't afford the suggested price.

14. AOB

14.1 It was suggested that we look at buying a laser cutter for the club to make our own pins as they cost £3 a pin and could be made for so much less. MB also mentioned that CNM has said they would do it for us.

ACTION: DW to come back with project plan for buying laser cutter to make pins for the club.

ACTION: RB to come back with quotes for pins.

14.2 Oars can't be put down on concrete but this is still happening. RB will write an article for the next newsletter on club etiquette.

14.3 It was asked whether we can charge Gift Aid.

ACTION: NT to speak to accountant about charging gift aid.

Date of Next Meeting: To be Confirmed – July.