

Newhaven Gig Rowing Club Committee Meeting
Thursday 19th April 2018
NGRC Club House, Newhaven



Minutes

Attendees:

Nikki Tweedie, Mark Syrett, Chloe Sands, Caroline Dean, Nicky Rattray, Tracy Day, Rachel Beardsworth.

Apologies: Mark Beaumont, Andy Siese, Bob Rattray, Isabel Allen.

Action and Decision Table:

Actions		
<u>Responsible</u>	<u>Detail</u>	<u>Deadline</u>
Dex Allen	To advise the Sea Cadets that they will owe NGRC £280 per quarter for rental of the Club House.	asap
Mark Syrett	To create a GDPR policy and send to Anne at CPGA.	asap
Chloe Sands	To make changes to the Beginner Member document to show clear steps for sign-up.	Next Meeting - June
Chloe Sands	To create draft agenda for the AGM.	30 th April
Nikki Tweedie/ Dex Allen	To write up criteria for Competent Level 2 Rower which will be fitness and technique driven.	Next Meeting - June
Rachel Beardsworth	To release article about our new Club House being 'green' and encouraging people to use reusable water bottles etc.	asap
Mark Syrett/ Nikki Tweedie	To draft bid application for Sussex Giving for 5x new Ergos.	4 th May
Decisions		
To introduce a Competent Level 2 rower category.		
To use Office 365 to run funding bids for effective delegation and sharing of documents.		

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. The following was noted:

- 38/17: Still need something for GDPR and Junior Rowing.
- 06/18: Currently scavenging parts. MS will speak to CD about a budget.
- 19/18: BR has found a GDPR form that will be adapted to go with the PARQ forms.
- 22/18: NT has had a meeting with Alan from Veolia and have agreement in place for Ian Pitchford to co-facilitate the day. Now looking at organisation of the day and will update when there is more information. Dates agreed for June and September.

3. Finance Update

3.1 The following financial updates were provided:

- £2,000 paid to gig owners - £10,500 remaining to pay off Amelie.
- £2,600 in bank account.
- £761 in Paypal account.
- £600 to be paid in by Council.
- £440 to be paid to NT for life jackets.
- £500 to be paid for Gig in a Box.

3.2 CD has no concerns currently about how things are going. There is a steady income of £100 per month from monthly memberships, with new memberships being taken up, and a total of about £500 per month from all income.

3.3 The first 3 month's rent for the new club house has been paid and the Sea Cadets will pay us half (£280) quarterly in line with this.

ACTION: DA to advise the Sea Cadets that they will owe NGRC £280 per quarter for rental of the Club House.

4. GDPR and Beginner Member Sign-Off

4.1 The draft GDPR form and beginner member registration documents were circulated prior to the meeting.

4.2 The changes that had been made to the GDPR form were agreed (to remove country of birth and address).

ACTION: MS to create a GDPR policy and send to Anne at CPGA.

4.3 The beginner member document was approved although it was agreed this could be formatted to ensure clearer steps are provided.

ACTION: CS to make changes to the Beginner Member document to show clear steps for sign-up.

5. AGM Planning

5.1 The following items were suggested:

- History (where we were and where we are now)
- Fundraising
- Treasurers Report
- Vision (where we are going and what we are doing)
- Juniors
- Safety Commitment
- Vote on constitution and committee
- Q&A

ACTION: CS to create draft agenda for the AGM.

6. Racing Agreements

6.1 There has been discussion around racing in the coxes meeting and it was agreed there that we should participate in those races already agreed for this year. It was also agreed there that only people that are competent and fit to race will be chosen to form a crew.

6.2 It was suggested that, moving forward, each race event have a project/event manager that is knowledgeable and a cox to be involved in all aspects. The events should be planned fully and far enough in advance to ensure it is done properly and there is enough time to get a squad together. The committee should also have oversight of all the events taking place and must be in agreement. The project/event manager should liaise with RB for publicity and CD for budget.

6.3 A suggestion was made about the introduction of a competent level 2. Level 1 would be normal and Level 2 would include those that can race. This would help to take into account health and fitness ability of the rowers).

DECISION: To introduce a Competent Level 2 rower category.

ACTION: NT and DA to write up criteria for Competent Level 2 Rower which will be fitness and technique driven.

7. Using Office 365

- 7.1 It was suggested that we use Office 365 to run funding bids for effective delegation and sharing of documents. This was discussed and agreed.

DECISION: To use Office 365 to run funding bids for effective delegation and sharing of documents.

8. Green Club House

- 8.1 It was suggested that NGRC have a green club house where no one brings anything with them that they don't take away and we encourage the use of reusable water bottles etc.

ACTION: RB to release article about our new Club House being 'green' and encouraging people to use reusable water bottles etc.

9. Standing Item: Junior Rowing

- 9.1 IA has asked about the progress of DBS check. MS needs to write to the council about getting these.

10. Publicity Update

- 5.1 The following updates were given regarding promotion of the AGM and launch on 5th May:
- Active Sussex (University of Brighton) wants to promote and do a press release with photos to make their students aware.
 - Sussex Local and Chichester Local can't attend on the day but want more information about this and other upcoming events.
 - Editor of The Argus wants further information and plans to attend on 5th.
 - Gig Rower can't attend but have published an article about the new club house and Seven Stars and will do a press release afterwards about upcoming events.
 - Mick Dawson and Sparky from St Dunstons will try to attend. The NGRC logo has been turned into a vinyl which will go on their cabin.
 - Press release will be sent to Row Perfect.
 - Heidi has been working on a proper invite to send out.

11. AOB

- 11.1 Reminded that the deadline for Sussex Giving bid is 4th May for a maximum of £5,000. It was agreed that we should apply for money for Ergos to further the club's land based training.

ACTION: MS and NT to draft bid application for Sussex Giving for 5x new Ergos.

- 11.2 It was announced that Nicky Rattray (current Bid Writing Officer) will be taking a leave of absence from the committee. The next step would be to advertise

this role and ask for expressions of interest from anyone that has experience in this area.

Date of Next Meeting: To be Confirmed – June tbc.