

Newhaven Gig Rowing Club Committee Meeting
Wednesday 28th March 2018
TS Definance, Chapel Street, Newhaven



Minutes

Attendees:

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

Apologies: Dexter Allen, Isabel Allen.

Action and Decision Table:

Actions		
Responsible	Detail	Deadline
Nikki Tweedie	To check with fundraising team if they still want to go ahead with barn dance and gig on the green and let Mark S know.	15 th April.
Bob Rattray	To create new GDPR compliant PARQ form.	30 th April.
Mark Beaumont	To work on visual for gig ownership.	30 th April.
Rachel Beardsworth	To look into the promotion of NGRC AGM and Launch on 5th May and contact media including Sussex Life, Haven New, Newhaven Matters, The Argus etc.	15 th April.
Tracy Day	To speak to The Hope about catering for the launch event.	15 th April.
Nikki Tweedie	To speak to the fundraising team about coordinating the launch event.	15 th April.
Rachel Beardsworth	To release article asking for members to review the club.	30 th April.
Chloe Sands	To create testimonial page for the website.	30 th April.
Chloe Sands	To start drafting agenda for AGM.	15 th April.
Decisions		
£2000 to be paid to gig owners.		
Graham Precey's share of gig ownership will be transferred to anonymous individual.		

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: Safeguarding and DBS policies have been drafted. They will be circulated to committee for agreement before going on the website.
- 02/18 & 04/18: MS confirmed date for barn dance with Val Orchin but due to date of Head of the Ouse changing this will need to be reviewed. Date of gig on the green also needs to be checked.

ACTION: NT to check with fundraising team if they still want to go ahead with barn dance and gig on the green and let Mark S know.

- 06/18: Dollie production in progress and have given a preferred deadline of completion for mid-April.
- 19/18: BR has found a GDPA form that will be amended and attached to the PARQ forms. The GDPA policy will be adapted to the club and uploaded onto the website.

ACTION: BR to create new GDPR compliant PARQ form.

- 22/18: NT would like the corporate team days to go through her own insurance etc. such as the upcoming Veolia Health and Wellbeing team day. NT would need to pay for the gig to show that she will not be profiting from her position as Chair of the club. A commercial rate needs to be agreed. Action carried forward for NT to write up full proposal.

3. Finance Update

3.1 The following financial updates were provided:

- £4929 currently in the account.
- Paypal balance is £273.
- £380 in account from GRR fundraising – CD will pay 50% of this to RNLI.
- £600 from Charities Aid Foundation being validated.
- £500 is needed for payment of Seven Stars; £200 for lifejackets; £300 back rent owed; £300 for berthing of 2 boats.

4. Re-Payment of Amelie

4.1 It was discussed that there was now enough money in the account to pay back another amount to the boat owners as per previous agreement. NT, MS and MB abstained from the vote and the remaining members agreed that

£2000 would be paid back. £3000 total now paid, £10500 now remaining before NGRC owns Amelie.

DECISION: £2000 to be paid to gig owners.

- 4.2 Graham Precey has made a request to be bought out of his ownership of the gig. Owners have discussed this and a club member, who wishes to remain anonymous, has come forward to buy him out. They are happy with the terms of the transfer of ownership and will be signing something to agree this.

DECISION: Graham Precey's share of gig ownership will be transferred to anonymous individual.

- 4.3 Idea of a visual to display club's ownership of the boat and how far we have to go until NGRC fully owns it was discussed. This could be on and offline to allow donations. MB will take this on. The deadline for NGRC to own the gig, as per CPGA regulations, is August 2019.

ACTION: MB to work on visual for gig ownership.

.5. Seven Stars – Boat Equipment and Lease Contract

- 5.1 NT asked that the committee read through the heads agreement to confirm all happy and NT will sign.
- 5.2 All equipment for Seven Stars has been purchased apart from the life jackets.
- 5.3 There is a good opportunity to create an event for the arrival of Seven Stars and the opening of the club's new home. The timescale for this was discussed and it was agreed that we would schedule for the same day as the AGM on 5th May. Articles for promotion should be put in local media and someone should be asked to attend to launch the new boat.

ACTION: RB to look into the promotion of NGRC AGM and Launch on 5th May and contact media including Sussex Life, Haven New, Newhaven Matters, The Argus etc.

ACTION: TD to speak to The Hope about catering for the launch event.

ACTION: NT to speak to the fundraising team about coordinating the launch event.

6. CPGA Club Member List

- 6.1 As terms of the CPGA membership, NGRC needs to provide them with details of all club members. Issues relating to GDPR were discussed and it was agreed that we should first ask CPGA to provide us with their GDPR policy and that we would have to amend the PARQ form, as noted in item 2.2

above, and redistribute to all members in order to ask for their permission to pass their details onto the CPGA.

7. Boat for Fundraiser on 14th July

7.1 It has been asked that a gig be taken to Peacehaven Summer Fair on 14th July in order to help promote the club. A gig is already being taken to Harbour Primary School for similar use on 13th July so it was agreed that it could also be used on 14th.

8. Team Days Plan Update

8.1 This has been discussed in item 2.2 above, reference to action 22/18.

9. Clothing Merchandise Update

9.1 Mark S has met with Dan and drawn up a list of the items requested for a race outfit package. This package will include shorts, T-shirt, splash-proof gortex top, leggings and cap and can be bought as a set or items can be purchased individually. In contact with three companies and waiting for prices. When quotes received will evaluate quality against the cost.

10. Standing Item: Junior Rowing

10.1 Safeguarding Policy has been created and AS, safeguarding officer, has approved it. This will be circulated to the committee along with the GDPR policy for approval and addition to the website.

11. Newsletter and Promo for More Men

11.1 RB has met with Heidi to plan the creation of a NGRC newsletter. The following plans for upcoming articles were noted:

- New premises.
- Arrival of Seven Stars.
- AGM.
- Appledore Race.

11.2 It is planned that the first newsletter will be released on 10th of 14th April and after discussions about the AGM and a launch event, it will be ideal for the first article to include a page on this. It will be in PDF format and be uploaded onto the website, emailing all members to advise them. The article can also be submitted to media such as Gig Rower, Row Perfect and the CPGA. It can also be amended where required for other media as discussed in item 5.3 above.

11.3 The lack of male rowers was also discussed and that we need to do something more to attract more people. The following suggestions were made:

- Membership Team should be at the launch event on 5th May to sign people up.
- Mark S and Rachel are looking into Friday evening rows (Fast Fridays and Rave Rows).
- Social element is currently missing. Our new home should help bring this back.

12. AOB

12.1 NT advised that we will be taking on the lease of the marina building and land and she is still waiting to receive the tenancy agreement. This will be distributed to the committee for approval before signing. It is hopeful that we can be in by 1st April.

12.2 A testimonial page for the website was discussed and it was agreed that we should contact club members for feedback.

ACTION: RB to release article asking for members to review the club.

ACTION: CS to create testimonial page for the website.

12.3 It was agreed the next committee meeting needs to be in good time before the AGM. Items for the AGM were mentioned, including Treasurers Report, Chair's Report, Junior Committee, New Kit.

ACTION: CS to start drafting agenda for AGM.

Date of Next Meeting: To be Confirmed – Late April.