

**Newhaven Gig Rowing Club Committee Meeting
Wednesday 17th October 2018
NGRC Club House, Newhaven**



Minutes

Attendees:

Nikki Tweedie, Caroline Dean, Rachel Beardsworth, Mark Beaumont, Daniel Wittenberg, Rhiannon Williams, Andy Siese.

Apologies: Chloe Sands, Mark Syrett, Isabel Allen.

Action and Decision Table:

Actions		
<u>Responsible</u>	<u>Detail</u>	<u>Deadline</u>
Nikki Tweedie	To find out if the berth fee still stands when Amelie is out.	Nov Meeting.
Dan Wittenberg	To send Newhaven Town Council form to NT.	
Rachel Beardsworth	To draft job description for someone to take on the Newsletter.	Nov Meeting.
Mark Beaumont	To speak to Mark E for an update on the website security.	Nov Meeting.
Decisions		
Sea Cadets will be able to use the Clubhouse free of charge in return for use of their building for fitness classes.		
Will Bowden and Martin Rogers will become the new Waterbourne Health & Safety Officer and Club Health and Safety Officer, respectively.		

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.

3. Finance Update

3.1 The following financial updates were provided:

- Payments for berth and rent are up-to-date to December 2018.
- 6 month breakdown of finance has been drafted.
- Membership renewal commenced in October 2018.

- Bank balance - £4535.
- £2000 to be paid to owners.
- £1245 in unspent row dough in Paypal.

ACTION: NT to find out if the berth fee still stands when Amelie is out.

3.2 Just Giving funds can only be used to purchase Amelie. A reserve account will be opened to keep this money separate. The funds will come in every week or month depending on the balance.

4. Fundraising Update

4.1 The following fundraising updates were provided:

- Due to hear back from the Sussex Giving bid by November 2018.
- Aviva bid was not submitted.
- Should have received £2000 from House Project.
- Fundraising Team have organised a quiz night for Christmas on 1st December.

ACTION: DW to send Newhaven Town Council form to NT.

5. Clubhouse – Sharing with Sea Cadets

5.1 The Sea Cadets have asked that, if they are to be sharing the clubhouse with NGRC, there not be ergos in the space. They wish to have 50% of space and time in the clubhouse and pay £588 per quarter for this use.

5.2 It was discussed that an informal agreement should be in place where the Sea Cadets can use the club house in return for use of TS Defiance for fitness classes.

DECISION: Sea Cadets will be able to use the Clubhouse free of charge in return for use of their building for fitness classes.

5.3 It was agreed that the clubhouse space should be offered to other charities free of charge, for their meetings.

6. Paying Back Owners

6.1 Based on the current bank balance it was agreed that £2000 should be paid to the owners.

7. Standing Item: Junior Rowing

7.1 There is a get together next weekend for juniors.

7.2 Sea Cadets only have buoyancy aids so should look into life jackets.

7.3 There was concern around the risk assessment for classroom based work and using British Rowing. It would be preferred that we carry out our own and ask other clubs for templates for this.

8. Standing Item: New Members

8.1 This is now a standing item on the agenda to be updated monthly.

8.2 5 new members this month. Rhiannon needs to be advised by coxes when a rower has been made competent.

9. Standing Item: Publicity

9.1 The following publicity updates were provided:

- Handbook is on hold until fundraising and junior rowing items are confirmed.
- Heidi has stepped down from working on the Newsletter so will advertise to see if anyone else would like to do this.

ACTION: RB to draft job description for someone to take on the Newsletter.

- 'Amelie Newhaven' Facebook profile was created in order to preserve individual's privacy. It was agreed this was fair and should remain.
- More articles have been written and published in Gig Rower, Row Perfect and other local publications.

10. Applicant for Health & Safety Role

10.1 There have been 2 applicants. Will Bowden has expressed interest in this role for Waterbourne only, not full time, and Martin Rogers expressed interest in the full role.

DECISION: Will Bowden and Martin Rogers will become the new Waterbourne Health & Safety Officer and Club Health and Safety Officer, respectively.

11. Data Security

11.1 It was confirmed that the breach does not need to be reported to the ICO.

11.2 The 80 individuals whose information was visible should be advised of what happened.

ACTION: MB to speak to Mark E for an update on the website security.

12. Seven Stars Audit

12.1 NT has done this for the CPGA. We have evidence of all that we do and offer many opportunities.

13. Membership Duties

- 13.1 There are many questions that still exist around this such as would we use software to manage it, how would it be policed, what tasks need doing etc.
- 13.2 A minimum of two duties per year was considered as an acceptable amount and it was agreed a post should go out to members asking what they have done for the club and what needs to be done. When feedback has been received fundraising will produce a full list of duties.
- 13.3 It was agreed that the undertaking of these duties will have to be on goodwill alone.

14. AOB

- 14.1 CD has left a message about renewal of coxes first aid training and with Anne Swann regarding Safeguarding training.
- 14.2 Lewes Gig Club's official colours are blue and yellow, based on the Lewes Shield. It was agreed that NGRC's official colours should be navy and white, although it is not necessary to amend the website and boat to reflect this.
- 14.3 The whole club has been invited to an International Row Festival in Dieppe on 26th May 2019.
- 14.4 It was confirmed that the people responsible for various NGRC email addresses are: Chloe (admin), Rhiannon (Membership), Rachel (Publicity) and Caroline (Finance).
- 14.5 The role of Captains will be discussed in a Coxes meeting before coming back to the committee.

Date of Next Meeting: To be Confirmed – November.