

Newhaven Gig Rowing Club Committee Meeting
Tuesday 31st July 2018
NGRC Club House, Newhaven



Minutes

Attendees:

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

Apologies: Rhiannon Williams, Isabel Allen.

Action and Decision Table:

Actions		
<u>Responsible</u>	<u>Detail</u>	<u>Deadline</u>
Nikki Tweedie	To check original emails to confirm what the total amount should be for mooring fees.	ASAP
Dexter Allen/ Nikki Tweedie	To discuss approaching the Sea Cadets again offering full use of the club house.	August Meeting.
Nikki Tweedie	To send a survey to all members to find out why they may not be rowing anymore.	August Meeting.
Dan Wittenberg/ Caroline Dean	To pull data from the website on who is paying their membership but not rowing.	August Meeting.
Mark Syrett/ Andy Siese	To meet and go through the DBS checks.	ASAP
Mark Beaumont	To create a referenced towing guidance document.	August Meeting.
Rachel Beardsworth	To bring a draft of the members handbook to the next meeting.	August Meeting.
??	To organise cleaning of Amelie before Waterbourne.	ASAP
??	To organise maintenance of Amelie for early September.	ASAP
Mark Beaumont	To speak to Mark Elliott about issues with editing the website and possible use of Duo Mobile	ASAP
Decisions		
To continue using Jot Form for PARQ forms at a cost of £7 per month.		

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:

- £768 row dough income in May. Now averaging only £300 per month.
- Outgoings are ~£700 per month – there is concern that we can't sustain this expense throughout the winter months.
- Estimated we will be at a loss of ~£200 per month through to the end of this financial year.
- Bank Balance: £2738. £600 of this is for Waterbourne and £600 is the CAF grant.
- £420 to go in from Ouse Day, £800 expected from Veolia team day in September and £450 for Amex team half day.
- Paypal Balance: £1060. £900 of this is unspent credit.
- £560 bill expected for the gig shed next month.

3.2 Invoice seems to be showing that the same is being charged for both moorings at £356 total per month.

ACTION: NT to check original emails to confirm what the total amount should be for mooring fees.

3.3 It was suggested that the Sea Cadets be approached again about sharing the club house with us and allowing them full use.

ACTION: DA/NT to discuss approaching the Sea Cadets again offering full use of the club house.

3.4 Ongoing issues with the booking system were discussed and it was concluded that a trial of 'first come, first served' booking should take place, with a review at the next committee meeting, to see if this satisfies the requirements of the majority. A post was put onto Facebook during the meeting advising of this. There is also a need to find out why people aren't rowing anymore by asking the members and pulling together data from the website.

ACTION: NT to send a survey to all members to find out why they may not be rowing anymore.

ACTION: DW/CD to pull data from the website on who is paying their membership but not rowing.

4. Jot Form

- 4.1 It was confirmed that to continue using Jot Form for creation of PARQ forms, £7 per month would need to be paid. The alternative would be reverting back to the paper system.

DECISION: To continue using Jot Form for PARQ forms at a cost of £7 per month.

5. Purchase of Club House Items

- 5.1 It was confirmed that all items required have now been acquired.

6. Boat Fundraising

- 6.1 Discussion took place about how to re-approach this and it was concluded that we would do our best to ensure the club owns Amelie by the CPGA deadline, but if this wouldn't be possible we would discontinue our CPGA membership until such a time we were in a position to re-join.

7. Fundraising Plans

- 7.1 The following was outlined:
- £460 achieved from various events this financial year.
 - Expect to gain another £500 to the end of the financial year from other events.
 - Need about £2,500 between now and the end of this financial year to keep up with costs.
 - Sports England bid is being written.
 - Looking into which bids are best to apply for to fund payment of Amelie.
- 7.2 A suggestion was made to include duties in the membership so it would cost less with duties included and more without. This would be brought back to the next meeting for discussion.

8. Standing Item: Junior Rowing

- 8.1 It was agreed that Mark S and Andy would meet outside of the meeting to progress with the DBS checks.

ACTION: MS/AS to meet and go through the DBS checks.

8.2 Date is confirmed for a junior day.

9. Towing Guidance Document

9.1 It was confirmed that the maximum length that can be towed in a 7 metre trailer of which ours complies. The weight is however based on the individuals' licence. Veolia has said they will weigh the boat and trailer for us but consideration must be taken about the change in weight when the boat is wet.

ACTION: MB to create a referenced towing guidance document.

10. Kayak/Other Boat Launch

10.1 Negotiations are still taking place.

11. Seaford Sailing Club Connections

11.1 NGRC was asked to sponsor 2 girls from Seaford Sailing Club. We are not in the position to do this however it would be good to make connections and have individuals sent to us; if they are unable to afford sailing they may be able to/want to row instead.

11.2 Can't do anything about this currently as junior rowing needs to be up and running.

12. Waterbourne Update

12.1 The following updates were outlined:

- Event is by invite only so won't exceed a maximum of 15 boats.
- Novice race for those that have been members for less than 1 year and an intermediate race for everyone else.
- 2 safety boats confirmed.
- Marina manager is removing the boats currently in front of the club house to give us the entire space.
- Breakfast will be provided at registration.
- Harvey's Brewery attending and providing hog roast or paella. £125 donation for this.
- Event planning form completed with the harbour master.
- Risk assessments are being compiled by Ben who is the health and safety officer for the event. Dex has asked to have sight of these.

13. Members Handbook

13.1 A two page document will be released in the newsletter and maintenance and fundraising could be included in this.

ACTION: RB to bring a draft of the members handbook to the next meeting.

14. AOB

14.1 Amelie needs to come out of the water to be cleaned before Waterbourne and also for proper maintenance which should be in early September.

ACTION: ?? to organise cleaning of Amelie before Waterbourne.

ACTION: ?? to organise maintenance of Amelie for early September.

14.2 Issues with editing the website may be resolved by use of Duo Mobile.

ACTION: MB to speak to Mark Elliott about issues with editing the website and possible use of Duo Mobile.

14.3 It was advised that accounts need to be uploaded to the charity commission.

Date of Next Meeting: To be Confirmed – August.