

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



Minutes

Attendees:

Nikki Tweedie, Caroline Dean, Rhiannon Williams, Andy Siese, Martin Rogers, Chloe Sands, Isabel Allen.

Apologies: Rachel Beardsworth. Mark Beaumont, Mark Syrett, Dan Wittenberg.

Action and Decision Table:

Actions		
<u>Responsible</u>	<u>Detail</u>	<u>Deadline</u>
Nikki Tweedie	To speak to Ben about making us a boat truck.	Dec-18
Martin Rogers	To write risk assessment for using the slip way.	Dec-18
Caroline Dean	To email Mark Elliott about the missing email box when rejecting rows.	Dec-18
Chloe Sands	To check the website to ensure any SS/MV related things reflect that they are now one session.	Nov-18
Chloe Sands	To post a website article about the disco	23 rd Nov
Andy Siese	To liaise with Dex and Christian about getting boat back to the Sea Cadets.	Dec-18
Caroline Dean	To get quote for first aid training from the person that did it last year.	Dec-18
Nikki Tweedie	To get a quote for safeguarding training and first aid training from Brett.	Dec-18
Decisions		
NGRC will not make payment to owners of Amelie this month.		
To not pay £1000 for the welding of the dollies.		
To pay Ben £186 for a boat truck.		

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:

- £3480 in the bank.
- £308 donated via Just Giving since September 2018.
- £1200 unspent in row dough pot.

3.2 Been advised we are £400 in arrears for payment of berthing fees. Caroline is currently trying to work out how this has happened as we have paid everything we have been asked to pay. They haven't sent us invoices or receipts but Caroline is going through the bank statements to confirm we have paid in line with the agreed terms. Discussion is happening to try and rectify this.

3.3 It was suggested that, although there are enough funds to do so, we shouldn't pay owners for Amelie this month. £2000 was paid last month and there are a lot of upcoming outgoings so it was recommended that we hold off.

DECISION: NGRC will not make payment to owners of Amelie this month.

4. Boat Truck

4.1 Items 4 & 5 were discussed together.

4.2 Lewes Rowing Club use single trucks for their boats all the time and the view is that our slipway and need would be appropriate to use one also. Ben has offered to make us a truck which is suitable for Amelie for £186 including VAT. This is for materials only as Ben will not be charging us for his time. The truck is placed in the centre of the boat and has pivoting wheels as oppose to dollies which pivot on the stand. This makes the truck ideal for taking boats in and out of the water, but less so for moving further. It was agreed that for our purposes a truck would be sufficient.

4.3 Steel for dollies has already been purchased however tig welding (stronger type of welding required) is a very specialised thing and the cost of getting this done is now a lot more than originally thought (£1000). There has been an offer from someone who may be willing to do this for us for free, paying for materials only, however they are going to look at what is required and let us know if it is possible and this could also take some time to be completed. It was agreed we would get them to look and give us a final quote/recommendation for what to do.

DECISION: To not pay £1000 for the welding of the dollies.

DECISION: Pay Ben £186 for a boat truck.

ACTION: NT to speak to Ben about making us a boat truck.

ACTION: MR to write risk assessment for using the slip way.

4.4 It was expressed that NGRC need to change the behaviour around the boats, ensuring that they are taken out of the water far more than they currently are and the above will ensure that.

5. Dollies

5.1 Discussed with Item 4.

6. Standing Item: Junior Rowing

6.1 A recent meeting took place which went very well. Parents were shown the boat and how everything works and the juniors got to know one another. There are about 9 interested which make up 2 learner crews. The youngest is 11 and the oldest is 14. Parents also signed forms about permission for their child's photo to go on the website and forms about the dos and don'ts of the club were handed out. Another get together is planned for Sunday.

6.2 A couple of emails from schools have been received and they have been advised that junior rowing has now started and they can apply to the club with parents' permission but currently no special sessions for schools will be offered at this time.

6.3 Coxes now need to ensure they make time in the schedule for junior rows.

6.4 Isabel requested use of the very back room for the juniors. The committee agreed to this.

7. Standing Item: New Members

7.1 This month there has been 7 beginners, 1 novice and 1 full annual member.

7.2 An issue was raised about the manage row function. When rejecting rows there used to be a box to include an email but this option has disappeared.

ACTION: CD to email Mark Elliott about the missing email box when rejecting rows.

7.3 On the row booking timetable the Sweep Stroke and Maiden Voyage sessions are now one session. This needs to be reflected elsewhere.

ACTION: CS to check the website to ensure any SS/MV related things reflect that they are now one session.

8. Standing Item: Publicity

8.1 Rachel had to send apologies to the meeting so this item was not discussed.

9. AOB

9.1 Disco tickets need to be sold – only 2 have been purchased so far.

ACTION: CS to post a website article about the disco.

9.2 Dex has asked that the Sea Cadets can have their boat back.

ACTION: AS to liaise with Dex and Christian about getting boat back to the Sea Cadets.

9.3 Discussions took place around options for safeguarding and first aider training and it was agreed that quotes would be obtained before a decision is made.

ACTION: CD to get quote for first aid training from the person that did it last year.

ACTION: NT to get a quote for safeguarding training and first aid training from Brett.

9.4 Discussions took place around whether we had log books for things like life jacket checks and flare checks. It was discussed that it would be a good idea to have a laminated list to keep in the club house for checks like this. Alongside this another list to keep in the cox boxes to use to check that everything is in the box before a row goes out should also be included.

Date of Next Meeting: To be Confirmed – January 2019.