

**Newhaven Gig Rowing Club Committee Meeting
Wednesday 11th February 2018
NGRC Club House, Newhaven**



Minutes

Attendees:

Rhiannon Williams, Martin Rogers, Rachel Beardsworth, Mark Syrett, Chloe Sands.

Apologies: Nikki Tweedie, Caroline Dean, Andy Siese, Mark Beaumont, Dan Wittenberg, Isabel Allen.

Action and Decision Table:

Actions		
<u>Responsible</u>	<u>Detail</u>	<u>Deadline</u>
Dan Wittenberg	To advise on progress with flyer and sorting publicity stunt at Sainsbury's.	
Caroline Dean	To speak to Annie about Mick servicing and changing the wheel bearings on the trailer.	
Rachel Beardsworth	To put a post out advising we need more male crew members for the Scillies.	
Chloe Sands	To put a copy of the Risk Assessment on the website	
Martin Rogers	To amend the letter as per discussion and send to committee for final approval.	
Chloe Sands	To invite Will Boden to the next committee meeting to provide an update on the Regatta.	
Mark Syrett	To get hold of some tables for the club house.	
Nikki Tweedie	To speak with the Marina about them paying for a box to house the defibrillator if we were to put it outside of the clubhouse.	
Dan Wittenberg	To go back to Rampion and advise them we would like to accept their offer of two defibrillators.	
Nikki Tweedie	To upload the report to the Charity Commission. The final deadline for everything to be in place and uploaded is April.	ASAP
Nikki Tweedie/ Mark Syrett	To invite the accountant to the next committee meeting.	
Chloe Sands	To check if date for AGM was confirmed and send out 'save the dates'.	
Dan Wittenberg	To update to PARQ form to include question about swimming ability.	
Decisions		
Olivia McGuckian to take on the role of Membership Officer.		

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. Standing Item: Junior Rowing

3.1 Rachel provided an update in Isabel's absence. The following was outlined:

- A document has been written for the juniors.
- Juniors will be able to work through a work book so all know what is expected and at what level each individual is at. Elements of coxing will also be included.
- Juniors have come up with ideas on what they would like to do at fundraising events.
- Still not out on the water as it is felt they aren't quite ready yet. Hoping by the next row at the beginning of March they will be able to get out on the water.

4. Standing Item: Publicity

4.1 The following updates were provided:

- Kate Stanmer will be helping with the newsletter going forward, as per the previous minutes. Will work with Kate to try and get the next edition out in the next week or so.
- Going forward, there will be strict deadlines for the newsletter that people will have to meet. Articles are released every 3 months so there is plenty of notice for this. If the article is not received by the deadline the newsletter will be released anyway.

ACTION: DW to advise on progress with flyer and sorting publicity stunt at Sainsbury's.

5. Standing Item: Membership

5.1 Since last month there have been 5 beginners, 3 upgraded to novice and 2 full members.

5.2 Regarding the Membership Officer, Olivia McGuckian and Michelle Vardy have expressed interest in taking on this role.

[A vote was taken after this meeting, due to so many committee members being absent, and it was agreed that Olivia would be the new Membership Officer.]

6. Club Kit

6.1 Item not discussed.

7. Scillies

7.1 The trailer needs to be serviced and it needs new wheel bearings before it can be used.

ACTION: CD to speak to Annie about Mick servicing and changing the wheel bearings on the trailer.

7.2 Two Lewes Gig Club members will be joining us in the Scillies so they will need to join NGRC for the month so they are able to be reserves.

7.3 MS has paid for shipping and the ferry will now be cheaper with more people.

7.4 There aren't currently enough male rowers – short by 2.

ACTION: RB to put a post out advising we need more male crew members for the Scillies.

8. Risk Assessment Update

8.1 Version 6 of the Risk Assessment for the whole club, including use of the truck on the slipway, will be ready next week and a copy will go in the club house.

ACTION: CS to put a copy of the Risk Assessment on the website.

9. Pets on Board & at Events

9.1 After discussion it was agreed that pets should be allowed at events as long as they are kept on the lead but should not be allowed in the boat as they may cause a distraction.

ACTION: MR to amend the letter as per discussion and send to committee for final approval.

10. Regatta

10.1 Need to invite Will to the next committee meeting to provide an update.

ACTION: CS to invite Will Boden to the next committee meeting to provide an update on the Regatta.

11. Club House Tables

- 11.1 The original tables in the club house were the Sea Cadets. They have now taken these back so we need more for meetings and events.

ACTION: MS to get hold of some tables for the club house.

12. Rampion Defibrillator Offer

- 12.1 NGRC has been offered 2 defibrillators from Rampion. The following discussion took place:

- If we put one outside the club house it would have to go in a special box and the marina would be able to use it.

ACTION: NT to speak with the Marina about them paying for a box to house the defibrillator if we were to put it outside of the clubhouse.

- They have 2-3 year battery life and about 1 year left on the pads. Batteries cost about £200 and pads £40. Very little ongoing maintenance required.
- Thoughts about having a defibrillator in the boat were discussed and apparently there is a micro-defib which could be used for this. The ones Rampion is offering weight 2.6kg so these could also be carried easily to take on board.
- It was agreed that we would say yes to both defibrillators.

ACTION: DW to go back to Rampion and advise them we would like to accept their offer of two defibrillators.

13. Finance Update

- 13.1 Concern was expressed over the fact NGRC still doesn't have a set of accounts. Trustees should have also uploaded a year end and standard report to the Charity Commission and if this isn't done NGRC could lose their charitable status.
- 13.2 Regular trustee meetings are currently not taking place – it was asked that there be 4x per year. This is important as it drives what the committee produces for the trustees. It was also felt, as NGRC are currently one trustee short, an external replacement should be found.

ACTION: NT to upload the report to the Charity Commission. The final deadline for everything to be in place and uploaded is April.

14. Accountant

- 14.1 Suggested that the accountant is invited to the next committee meeting to talk about our responsibilities and how we need to audit.

ACTION: NT/MS to invite the accountant to the next committee meeting.

15. Insurance

15.1 Now insured by Towergate as they were £327 cheaper than previous insurers, offering like for like cover. Number of members has been increased to 120 for public liability and juniors reduced to 12. If there are more juniors, MS needs to be informed in order to update the insurance.

16. AOB

16.1 Need to start thinking about the AGM – it is thought a date in May had already agreed on but this will be checked. The constitution will need to be updated for this.

ACTION: CS to check if date for AGM was confirmed and send out ‘save the dates’.

16.2 Re-chargeable batteries for the lights are needed with charger to be kept in the club house.

16.3 There is inconsistency between the risk assessment (RA) document and the PARQ form as the RA states non-swimmers are not allowed in the boat but there is not a question about this on the PARQ form. Information needs to be added to the PARQ form; something along the lines of: ‘would you be able to swim 25metres in light clothing?’ or a multiple choice of ‘excellent swimmer (50-100 metres), moderate swimmer (25-50 metres), weak swimmer (10-25 metres), can’t swim’.

ACTION: DW to update to PARQ form to include question about swimming ability.

16.4 PARQs will be redone every year at the AGM as standard.

Date of Next Meeting: March – date tbc.