

Newhaven Gig Rowing Club Committee Meeting
Wednesday 8th January 2019
NGRC Club House, Newhaven



Minutes

Attendees:

Nikki Tweedie, Caroline Dean, Rhiannon Williams, Andy Siese, Martin Rogers, Rachel Beardsworth, Mark Beaumont, Mark Syrett, Dan Wittenberg.

Also in Attendance: Jane Mitchell, Will Boden.

Apologies: Chloe Sands, Isabel Allen.

Action and Decision Table:

Actions		
Responsible	Detail	Deadline
Jane Mitchell	Poll to go on Facebook to see what items people are interested in and if the cost is okay.	
Caroline Dean	To arrange for 5x competent crew members to have a DBS check.	
Rachel Beardsworth	To speak to DA and GP about Inside Out.	
Rhiannon Williams	To write Membership Officer job description and post on website and Facebook.	
Caroline Dean	To ask if, for the first aid training, the newly qualified coxes can do the full session in the morning and those that just require a refresher can do this in the afternoon.	
Martin Rogers	To send his contact number to all coxes for accident reporting purposes.	
Decisions		
To apply to the CPGA for funding to purchase ergos.		
To use accountant for end of year return at a cost of £200.		

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. Regatta

3.1 Will Boden attended and provided the following updates:

- Regatta to take place on 20th-21st July 2019.
- Possibly 6 or more clubs to invite including Dieppe.
- Possibility of having Saturday as a sea race and Sunday as a river race.
- Will be using own rules for this regatta, not the CPGA's.
- The club will be asked for help to set up sub-committees.

3.2 Jane Mitchell also attended to provide an update on the club merchandise – this was also covered under this item. Jane provided the following updates:

- Proposing using Zeron Sports which produce garments in China. It is confirmed that they don't use sweat shops.
- Will have to order 12x of each item.
- There will be an 8-9 week turnaround.
- Prices include VAT, logo design and delivery.
- Can provide a link to the website or Jane can place the order.
- Items include splash jackets, T-shirts, race tops, hoodies and shorts.
- Jane will find out about returns process and sizing.

ACTION: Poll to go on Facebook to see what items people are interested in and if the cost is okay.

4. Standing Item: Junior Rowing

4.1 Caroline covered this item in Isabel's absence.

4.2 The following updates were provided:

- Only DBS checked coxes and rowers can help out on junior rows.
- More people need to be DBS checked.
- Caroline and Rachel both agree that not all groups are ready to go out.
- It was also agreed that there should be 3 adults rowing with 3 juniors.

ACTION: Caroline to arrange for 5x competent crew members to have a DBS check.

5. Standing Item: Publicity

5.1 Rachel provided the following updates:

- Newsletter delayed due to articles being submitted late. Nick (editing newsletter as a favour – no charge) had other commitments so had to fit this in in his spare time.
- Kate Simner and Rachel Jordan have come forward to help. Kate has confirmed when she can meet to discuss and still waiting to hear from Rachel.
- Written to a few media outlets with articles but not heard anything back yet so will chase this.

ACTION: Rachel to speak to DA and GP about Inside Out.

6. Standing Item: Membership

6.1 Rhiannon provided the following updates:

- Membership data is not accurate as currently showing 7 beginners, 2 novice and 2 full.
- Confirmed that Rhiannon will be working away for a year from April 2019 so someone needs to take over the membership role as soon as possible so they can learn the system.

ACTION: Rhiannon to write Membership Officer job description and post on website and Facebook.

7. Ergos

7.1 A decision was required on whether to use money from Veolia or ask CPGA.

DECISION: To apply to the CPGA for funding to purchase ergos.

8. Maintenance

8.1 The following updates were provided:

- Outside is now 90% complete.
- Turnover is now needed. Haven't had as much interest to help or as many volunteers as previously have had.

8.2 Options for completing the inside:

- (a) Nothing.
- (b) Take to Patrick for a cost of £2,500.
- (c) Find someone local.
- (d) Do the same as outside although Dan unable to take the lead.
- (e) Spray in Falmouth (needs more investigation).
- (f) Ask Veolia for money.

8.3 Need to ensure Amelie is ready for the World Championships no matter which method is decided upon.

9. Finance Update

9.1 The following updates were provided:

- £2692 in the bank.
- £10,000 in reserve (Rampion funds).
- £398 from Just Giving.
- £1,300 row dough (funds not yet used by rowers).
- £1,000 of balance is for maintenance.
- Row income down compared to previous months.

10. Accountant

- 10.1 Accounts are now due and it would cost £200 to get them done by an accountant.

DECISION: To use accountant for end of year return at a cost of £200.

11. AOB

- 11.1 Quote for first aid training received at £160 (excluding VAT) for 4 hours of training.

ACTION: Caroline to ask if, for the first aid training, the newly qualified coxes can do the full session in the morning and those that just require a refresher can do this in the afternoon.

- 11.2 It was requested that all decisions are made at committee level.
- 11.3 It was requested that coxes speak to coaches (Nikki or Dex) when booking additional rows or cancelling existing ones. If cannot get in touch with a coach and the reason for wanting to cancel is due to safety concerns then it is okay to go ahead and cancel. This is mainly so there is an additional person to back up the decision.
- 11.4 Martin requested that all incidents be reported directly to him and are put in the accident book.

ACTION: Martin to send his contact number to all coxes for accident reporting purposes.

Date of Next Meeting: 11th February 2019.