

**Newhaven Gig Rowing Club Committee Meeting
Monday 7th October 2019
NGRC Club House, Newhaven**



Minutes

Attendees: Mark Beaumont, Christina Cosgrove, Tracy Day, Caroline Dee, Olivia McGuckian, Martin Rogers, Andy Siese, Mark Syrett, Lee St Clair, Phil Thompson,

Apologies: Rachel Beardsworth

1. Welcome and Apologies

1.1 Apologies noted as above

2. Minutes of Last Meeting and Action Review

2.2 Outstanding actions were discussed, and the Action Log was updated.

3 **Minutes:** we have agreed to not put allegations and personal issues into them, we will include that allegations or personal matters were raised and that these are being dealt with in a separate process.

4. Members Communication

This went out, part of this asked for members to volunteer, so far Kate Masey and Jayne Collins have come forward.

5. Volunteers

Kate Masey is interested in doing fundraising and she has already spoken to Dan about the role. However, it is felt that we would still need a separate bid writer for bigger things.

Jayne Collins is interested in volunteering; **Lee is going to contact and meet up with Kate and Jayne to discuss the volunteering roles.**

We need someone immediately for the fund-raising role we can't wait for the club's structure to be done first.

6. Club Roles

Roles should be co-designed and co-produced by the people doing them.

It is important that one person is not making all the decisions in roles.

Inclusivity and autonomy need to be at the forefront of roles.

We need to redefine what all the different roles in the club are, so that they can get on with their role with autonomy

We need a brief description of each person's role on an organisational chart. The chart should be on the wall with pictures? Put a project team together to assemble an organisational chart.

7. Letters/Complaints/Complaints Procedure

Andy has produced a document summarising points from the letters and complaints that have been received. Andy feels it would be unfair to read out comments about individuals in the meeting and that there needs to be mediation first.

Importance of members feeling that their voices are heard, best way to do this is to produce a document like Will does which is then presented to the committee.

Olivia is adapting the CPGA complaints procedures, as it stands it is a very official document and really only needed as a last resort. Olivia is giving us a bit more time to **read and critique her customised document** before we have a vote on whether to adopt it.

If there are allegations against someone, do we have to suspend people in this situation?

We need to see tasks through to completion; we have not been doing this. Had we done this we wouldn't have some of the problems we have today.

Mark S. is going to speak to other clubs and see what policies they have in place.

Mediation first would stop things going further, **who is suitable for this position?**

8 **Racing**

Selection has caused a lot of club division, maybe we have tried to do too much too soon, been too ambitious. How do we tackle social rowing versus racing?

Lack of demand to race in GRR and Scillies, but this could also be due to the expense of competing in these races, some people only want to race locally and cannot afford these bigger events.

The race committee structure has been temporarily suspended.

9 **Membership**

Is around 180. The biggest drop off is maiden voyage. A lot of people pay £1 but do not do it. New membership is currently on hold, Olivia will report back monthly to the committee so that this can be reviewed on a monthly basis.

10 **Coxes**

There is a coxes meeting on Tuesday 8th October.

Coxes need to get together to work out rows to do.

Leadership, coaching etc. everything should be co-designed and co-produced with them.

Do they want to have a lead cox? It can't be a dictatorial leader.

Coxes are well represented in the committee meeting as there are six of them: Caroline, Olivia, Lee, Rachel, Tracy and Mark S.

Can we combine the cox training and the coxes meeting together? So, less things for people to attend.

We need more boats and more coxes to create a more stable base.

Mark S. and Rachel are interim lead coxes until the coxes meeting tomorrow.

Martin is attending as health and safety officer.

Coxes training and safety will be addressed tomorrow. If there are gaps in some coxes' knowledge let us work out what those are and fill them in.

11 **Life Jackets**

Life jacket servicing is to be done by Martin as the RNLI no longer do this. All our life jackets need testing and to have a certificate, this includes members with their own life jackets.

Testing is recommended between 1 and 2 years.

7 can be inspected at a time at £9.95 each, do we charge members with their own £5 to go to the club?

Done by a Suffolk company who will collect them from us unless Martin can find a more local company.

Members can put their certificates into Drop box.
CPGA test them for free at the AGM in January but Martin feels we can't wait.
We all agreed for Martin to go ahead now and do this.

12 **League Dates**

Agreed to decline Lewes invite which we believe is at Bewl water on the 3rd November.

Fiona and Michelle also need to verify the league dates that we are hosting.

13 **Dexter**

Caroline has a letter from Dex which on the advice of Mark and Andy is not read out, but she has copies if anyone wants to read it.

Dex has withdrawn his resignation, and according to a letter summarised by Caroline, he would like to come back as a coach.

Caroline proposed a vote on whether Dex should be reinstated as cox and coach which was not agreed.

Tracy proposed a vote on whether Dex should be reinstated as cox which was agreed.

Issues have been bought up and the feeling is he needs to be given constructive feedback before resuming positions, at the moment this hasn't happened.

14 **Coaching**

Whose job is it to appoint a coach? Who is qualified to coach? Nikki and Dex only, who funded their own coaching. Rachel is very keen to become a coach. Caroline says she is not competent to train people. Do we need a coach at the moment? Who is going to train coxes? Existing coxes who are qualified and confident enough to do this?

15 **Club Structure & Policies**

Do we need a structure manager to keep order, isn't that the role of the chair? Our policies are on the website, we should have a top policy on how we want to operate.

Having a social side and rowing side, at the moment these 2 sides are not equal, we would need coxing and coaching on each side.

Divide the club into an operational side and a services side.

Structure suggestion:

5 trustees

1 chair

2 vice chairs

Services/operational

16 **Trustees**

Dex has resigned as a trustee but his name is still on documents as a trustee.

The ad for new trustees has not been done yet. Looking for new trustees should be an ongoing item. Mark S. has sent the link to Rachel of the role of a trustee. **Mark S. has emailed Sussex Giving who administer grants to local charities asking for help in sourcing 2 external trustee experts, he will report back to the committee in November.**

It is important that the trustee and chair positions are kept separately and one person is not allowed to be both.

- 17 Chair**
Is too much for one person, we need to have a vice chair/s so the chair can delegate and has cover.
We need to look at the constitution to see what the chairs role is.
- 18 Committee**
We discussed having 2 or 3 committee members as a steering group, that discuss things separately and bring them back to the committee.
- 19 Will Boden's project team**, is read out. It suggests having a structure from the bottom up and having a separate group that would have full autonomy both of which Mark S is opposed to. He is also opposed to creating a small committee but supports having a project team or teams for specific task and finish projects, which could be running simultaneously to empower more members wishing to be involved. If there is a better way of governing the club then this is something the whole committee needs to decide.
- 20 Finances**
£1435 bank balance
£1600 PayPal account
£1069 in reserve account
£1912 Row dough wallet
Berthing fees are up to date, the rent is due, the lease needs to be signed, it was due on 30th Sept.
£1400 **electricity bill due, Mark B. is discussing this with marina,** considering rate release as an option, if they charge us rates then we can do this.
- 21 AOB**

Martin is putting on hold the matting until our new lease is signed. The new radios have been done.

Phil has put the stretchers on order and will get the money from Caroline.

Saturday 12th hands on deck date is to be cancelled by Lee.

Date for the social event: Sunday 20th or Saturday 26th October. Andy and Olivia can't do the 26th.

How will the new Newhaven development affect us?

Business meeting: A poll will be sent out in an email to select the date for this, with date the majority can make chosen. The club is getting bigger, we need a business plan, like a road map for the future. We need vision for 1, 3, 5, 10 years' time. Do we need a survey done, i.e. by Survey Monkey or another independent survey done for us to find out what the club's vision is?

Next meeting is on Monday 11th November 2019