

**Newhaven Gig Rowing Club Committee Meeting
Tuesday 10th September 2019
NGRC Club House, Newhaven**



Minutes

Attendees: Mark Beaumont, Will Boden, Christina Cosgrove, Caroline Dean, Martin Rogers, Andy Siese, Lee St Clair, Phil Thompson, Nikki Tweedie, Dan Wittenberg.

Apologies: Rachel Beardsworth, Tracey Day, Olivia McGuckian

1. Welcome and Apologies

Apologies noted as above

2. Minutes of Last Meeting and Action Review

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

3. London Cornish Visit

They are no longer visiting us.

4. South East England Gig League

League schedule including other events

Sunday 3rd November 2019 First race meeting hosted by Lewes at Newhaven marina. They will not be using our facilities, they will be launching from Simpsons and having the party at Piddinghoe lake.

Sunday 8th December 2019 provisional, London Cornish are considering hosting but very difficult and expensive for them.

Sunday 19th January 2020 provisional, hosted by London Cornish.

Sunday 15th March 2020 hosted by us

Sunday 12th April 2020 hosted by Rowhedge

Friday 1st, Saturday 2nd, Sunday 3rd May 2020 Isles of Scillies World Championships

Saturday July 18th and Sunday 19th our regatta

First Race Meeting

9 boats are entering the first meeting in the following categories:

Women's and men's A

Women's and men's B

Women's and men's veterans

Women's and men's super-veterans

Additional scratch crews

We need to confirm if crews can race in more than one category.

400+ competing plus spectators.

Agreement that race crews that are currently training will be the ones that compete in the first meetings. This is because although race selection will be before this, those crews will not have enough time to be race ready for November 3rd. Lewes need to know asap which crews we are putting

forward so they can plan their event. Also feedback from existing crews has said that they feel they have not had the opportunity to put their race training into practice, and this will allow them to do that. However, for following meetings race selection will determine race crews.

There is no category for women's C Crew to race under because one of them is under 25 years old. A solution to this would be for women's B crew to race as veterans or super-veterans thus allowing women's C Crew to become women's B crew. The whole of C crew would need to be transferred over to B crew, not just individual rowers. The committee will make this decision rather than the crews themselves. There is no agreement on this yet. Caroline has objected to this as she thinks B crew is better left as B crew and that C Crew can race as a scratch crew.

Men's B crew do not have enough committed men to race at present, we need to advertise for men who can commit to training once a week ready for November 3rd.

We need coxes to be experienced in race crew training.

Races

1 race for each category, 2km races, no heats, allowing members to just come for their races.

In October's committee meeting we need to discuss what races we intend to compete in next year, this will also allow us to schedule race selection around these dates so that crews have enough time to train for specific events.

Race Selection

How often to have race selection? Agreed 1 year is too infrequent, possibly every 9 months or 3 selections a year like London Cornish, this is something we need to make a decision on.

Our first race selection has now been pushed back until the middle of October 2019.

The committee needs to decide on crews rather than the rowers themselves. Allow scratch crews to form with space kept free in the schedule for this. Allow rowers to race in more than one category

5 Standing Item: Mark Syrett continuing as a trustee

Mark Beaumont has agreed to draft a letter to Mark Syrett on the committee's behalf asking him what his intentions are in relation to continuing as a trustee, as we need to organise a replacement if he does not wish to continue. The letter needs to be agreed by committee members at October's meeting before it is sent. He has expressed an interest in attending the next committee meeting, so Mark Beaumont will also invite him to attend November's committee meeting in the letter.

6 Extraordinary Committee Meeting: 5 Year Forward Meeting

To discuss business plan, postponed until October to allow preparation. Nikki Tweedie will be putting a package and agenda together for everyone involved to read ahead of the meeting. The intention of the meeting is to decide outcomes, shape future direction and make decisions about the future, a follow-on meeting may be scheduled. Also, it may be decided that a 2-year

forward meeting is more viable than a 5 year one. A date for this meeting has been agreed, Saturday 16th November 2019 at 2pm.

7 Cox Training

Nikki has been investigating the cost of session coaching for coxes. Session coaching is training coxes to deliver drills, teaching technique through drills. This is £230 per person, maximum 12 people.

Could training be done here? We could also offer places to other clubs like London Cornish or Lewes. British Rowing Club training is high quality but not gig specific. Do we need specific gig cox training? The CPGA do this but only in Cornwall. We could organise an away weekend to train in Cornwall or elsewhere. Or we could pay gig coaches to come to us weekly, monthly etc.

It has been agreed to fund raise specifically for cox training, we can put some money aside for this purpose and decide at a later date how it is best spent. Of course, members can contribute to the cost of their training if they wish to.

Feedback regarding cox training is that learners want better quality and more consistent training and cox development to continue after becoming coxes. Five members have been trained as coxes recently with only one member still training, so we need to start thinking of the next group of coxes to train, the committee will decide who to train rather than people selecting themselves.

8 Radios

Agreed to buy 2 new radios at £129 for floating VHF radios from Simpsons and use the 2 old radios as spares after having them serviced at Simpsons.

9 Standing Item: Boat Cleaning

Agreed to schedule boat cleaning on the website calendar once a month unless algae growth requires more often.

Phil Thompson has agreed to pressure wash Aurora.

Amelie will only be hand washed.

Agreed to extend matting on the slipway, we need to get a quote for this and discuss at next meeting.

10 New Membership

Agreed to put new membership on hold, this is to be done by giving a standard response to new membership requests saying 'on hold due to high demand your name will be put on a waiting list and you will be contacted when membership is reopened'.

At the moment the club is at full capacity: 90 full members, 97 learn to rowers and 61 waiting for a maiden voyage. This will allow Olivia to work with other coxes to handle the backlog.

It has been agreed that Olivia will report back monthly to the committee so that this can be reviewed on a monthly basis.

6-week course for learners is much better than learners booking random learn to rows. Olivia will contact applicants twice and if she has no response back, they will be removed from the waiting list.

11 Race Crew Selection
Another meeting to specifically address this topic has been scheduled for Monday 23rd September 2019

Dan Wittenberg, Dexter Allen and Nikki Tweedie will be scoring the water-based part of the assessment but will not assess their own partners. An average will be agreed between the 3 of them. Observation will be done on the water with a launch.

Inconsistent crews such as B and C will have a strong rower placed in Stroke so they are not disadvantaged.

Equal ranking will be given for technique on the water and fitness on the Ergo.

Members will row in crews they are already in and observed during these training sessions.

Nobody will be scored on technique on the Ergos, time only for 2km.

Members who wish to can have their Ergo times publicly displayed in the club house.

The selection process will be done in isolation, no other social event will occur at the same time.

Members can nominate themselves for race crew selection.

The race crew selection process will be made public ahead of selection so members know what they will be marked on.

Feathering won't be scored.

Selection will be done on the basis of age; veterans, super-veterans etc and sex; men and women.

The best members regardless of age will row in the first boat.

Members will be able to chose where they wish to row.

It has been agreed that race crew selection will now be pushed back until the middle of October to allow more time for training.

A message will go out to members explaining fully the selection process and a hard copy will be placed in the club house.

12 Trailer Lease, postponed until next meeting on Tuesday 8th October 2019

13 Finance Update

Bank balance is £2154, berthing fees, insurance and rent are paid.

£1069 in reserve account allocated towards a cover.

Money from Easyfunding and Justgiving is put into the reserve account.

Now we have paid for Amelie we need to return to Coop and change our goal to something else.

Around £900 of row dough is being transferred into the account each month.

There is a balance of £1800 of row dough not used yet by members.

Problems with current system

Members who don't want to use PayPal have been randomly transferring money into the account. Caroline does not have the time to reconcile all these random payments with what and whom they are for. It also makes it difficult for Olivia who has to contact Caroline to check payments have been made before she can top up her account.

Dan suggested paying a one-off amount in advance for a years unlimited rowing, this would mean just one bank transaction for those that wish to boycott PayPal. Dan will formulate this idea for discussion at October's meeting and work out a viable amount to charge for this.

Unexpected bill we have not budgeted for

We have been issued a bill for £1400 for toilet cleaning, electricity and water. We were verbally told when we initially leased the premises that utilities were included in the rent. We only appear to have a verbal agreement that utilities were included in the rent, it would be useful if we could find something in writing.

Is there any mention of utilities and cleaning fees in any of the leases? If there is no mention of it in the leases, how can we be charged for it? The £1400 is an arrears payment, we will be charged £85 a month by the Marina on top of all our other fees. We are currently on a 6-month lease and due to sign a new lease in October. Nikki took a meter reading when we first moved in.

We have not yet responded to this bill.

We need to ask for a breakdown of the £1400.

Nikki suggested a freedom of information request for the last years monthly utility bills, but this was deemed too aggressive by others in the committee. Clearly this is something we have not budgeted for, also if we were due to pay this then it should have been broken down into say quarterly bills instead of being allowed to accumulate to this large amount. There is a lack of transparency with the meter situation, with one meter but 3 consumers.

14 AOB

14.1 Dan Wittenberg stepping down from committee and fundraising role

Dan Wittenberg is stepping down from the committee and as club fundraiser. Dan will put materials for handover in DropBox and will do a job description on Facebook to look for a replacement, he is happy to advise others on the role. He has to finish some grant reports to show how the money has been spent.

14.2 Safety Issues:

We need an external light outside the club door Phil Thompson is going to source and organise this.

14.3 All Hands On Deck

Went well with a few new members coming forward, lack of communication however meant members came to boat clean only for the boat not to be there. Agree to continue with these and try to combine them with boat cleaning.

14.4 Extending slipway matting

Martin will get a quote to be presented at the next meeting.

14.5 Trailer Repairs

These still need to be done

14.6 Radio Training

Would coxes and crew know what to do if a real emergency occurred in the gig, i.e. Crew or cox heart attack? If an emergency occurred and because of lack of radio training emergency help was delayed which had a detrimental effect, who would be liable in this situation?

We need a procedure to deal with emergencies whereby everyone is taught to respond to emergencies the same way on the radio.

Cox training on radios.

Do we need coxes to have official radio training? This consists of a course and exam that not every cox would necessarily pass. It is the license at £200 each that is the expense rather than the course. This would mean 12 coxes would need to be trained at £200, so £2400 in totally, training could be staggered. We could fundraise specifically for this. Lewes has been getting their coxes radio trained.

What we could do right now without official radio training is have a specific radio training day for coxes teaching them what channel to use and Maydays etc.

Get in touch with the man that does radio licence training.

Maybe best to have a consistent procedure rather than a license?

To use a VHF radio, you legally need a license, so one licensed person would be needed on a gig. Phil Thompson has a radio license.

Martin has agreed to speak to the harbour master and the man that does the radio training about compliance and other radio training issues.

Phil and Christina have agreed to make laminated emergency radio procedure cards for the club house and both gigs. Where shall we put these?