

**Newhaven Gig Rowing Club  
Open Meeting & Committee Meeting  
Monday 3<sup>rd</sup> February 2020  
Newhaven Enterprise Centre, Denton Island, Newhaven, BN9 9BA**



**Minutes**

**Attendees:** Dexter Allen, Mark Beaumont, Tracy Day, Caroline Dean, Jane Masey, Kate Masey David Swann, Lee St Clair, Mark Syrett, Phil Thompson

**Guests:** Barbara Adderley, Louise Chowen, Rhonda Funnell, Sue Hudson, Caz Littlechild Garrigan, Bridget Lloyd, Jane Mitchell, Jennifer Nightingale, Esther Thorpe, James Trebble, Austin Warren, Tina Warren, Dan Wittenberg

**Apologies:** Rachel Beardsworth, Jayne Collins, Christina Cosgrove

**Open Meeting**

Jane M presented survey results:

Propose to run the survey once a year and decisions based on survey.

60% wanted social rows, 40% racing. Coxes need to take this into account when adding rows.

January 61% were open rows. When Scillies rows are added this may show more than 60/40% ratio.

We will ensure the percentage are kept.

Mark S asked if anyone had noticed difference since the survey – Lucy acknowledge she had.

Each month we will show percentages of rows, cancellations and rows which are not being booked.

Need 32 rows a month to pay the bills.

Previously decisions were one sided, one person, didn't have clear structure, didn't have defined roles/purpose – workload was way too much, so we have split into two subgroups:

Services

Operations

Vacancies for roles still available, race secretaries very important role.

Structure will go up on the wall in the club house. Positions will be on a poster with a photo and contact numbers and gaps needing to be filled.

Communication:

Facebook

Email

Rachel – Publicity

James T advised email communication has got better. More rowing in January.

We are doing what the club has asked us to do.

Jane M read out the Mission statement – to go to community first, then be emailed to members.

Our business plan is based around the mission statement.

#### 5 Year Business Plan:

Didn't expect the club to grow as quickly as it did NGRC did the first business plan in about 3 years. With fast growth comes problems. We are doing what we can to overcome them.

Minutes are all open and goes onto the website.

Members can come to the committee meetings.

When the business plan is published, we all need to follow it.

We need a structure, business plan and minutes on the website. Open questions welcome.

We still have vacancies for 2/3 trustees.

#### **Committee Meeting:**

Maintenance –

Can be up to 6-8 weeks, need to think about time of year, need volunteers, also making sure we do boat cleaning and slip way

Mark B thought that rather than pay someone to do this it should be responsibility of community to look after Amelie rather than pay to have it done. Need to look at this as needs people that know what they are doing to support volunteers and needed a lot of Dan's time last time. Cost over community.

Mark S spoke again about a floating platform and has put bids out. Company willing to do a discount on price list. This would also enable juniors to do and could be a 2 person launch as well as reduce maintenance and storing.

There was £4K damage done to Amelie and possibility of further damage needs to be reduced.

Phil said we needed to think about possible H&S issues.

Mark S asked whether we could buy this before any bids had gone through.

Concerns around having enough money and if a bid came through for this it needed to be used for that. Decision to be looked at next month's meeting.

Jane is writing up a commitment from members back to the club as well as commitment from the club with club values, code of conduct, behavior from everyone and complaints. Linked with online/social media, culture of respect to be drafted.

From feedback and open meeting Dan felt the need to put out message that something had previously happened and acknowledge this and ways of moving forward and be everyone's responsibility.

Jane M – Welfare - ensuring policy in place.

Open policy meeting

Committee listing going on the wall including current vacancies

Need a box where people can put questions if not confident to ask Jane – to be investigated.

Questions, queries when a new member, to go on membership page – Kate M looking at.

Q&A to go on  
CPGA  
Club structure  
How can I help – skills – can add to (work in progress) David Website?  
Link to tide timetable – Mark  
Cancelled rows – Facebook and emails  
Code of ethics – Jane -British Rowing  
Vacancies – No one has come forward –  
Jenny one visit – pics etc. safety  
2 x Race secretaries  
2 x Vice chairs

15<sup>th</sup> March 0 race responses – needs date put up for the meeting  
Minutes for January – corrections/action review needs to be brought to next meeting.

Finances:

Caroline and Kate went through row dough balances, discrepancies and have now sorted and have a working balance. Caroline now has access to row dough.

Bank	£4,800	
Insurance, Rent, Berth	£3,600	
Reserve	£1,069	
Not used row dough	£1,800	
Electricity	£1,400	O/S

Health & Safety:

Phil and Dexter – identified need to update since last year's risk assessment done – will be done in the next month or 2, including having firmer guidelines around weather conditions.

CPGA - lifejackets needs to be worn – working with RNLI

Cox bag and radio to be fixed to the seat – if boat went over it wouldn't be lost.

Slipway – ongoing issues, trailer back with some outstanding issues – MOT needed each year.

Need for at least 4 people who tow to have knowledge – straps etc.

Mark toolbox tool

Cox training – priority

Safeguarding Item 9?

Look at

Monthly/annual/associate members – booking patterns, active members, financial

Monthly payments/versus annual – reward commitment, PARQ £1.00

New PARQ form to go out before AGM

Vacancies filled by AGM

Injuries go to Phil – need to put injuries and near accidents in accident book and let him know.

Medical questions – encouraging people to responsible – go to doctors if concerns.

Amelie – internal paint after Scillies – need venue, possible 3 weeks

Stretcher track, Paddy looking at on Friday.

Possibility of spray paint, sole boards to be done separately – sand blasting specialist.

Business plan –

2<sup>nd</sup> plastic boat

Club house negotiations – Rescheduling with Duncan - Jane and Mark B

Bids – Lewes Lottery – potential agent, percentage of funds – concerns about encouraging gambling.

Channeled through website, read on website - Discussion next meeting

Website info:

Mark planned – Kate and Caroline – want date?

History of gig - 1 inside fence, Hope and Museum – put club logo on

Organisational chart want this made quickly – Rachel asking PDA –

Linear version – Mark S looking at who could do

Mark B – online digital

Description of roles - Jane sending template – then send back to her to oversee and standardise.

Google title by next committee meet – Jane to send by Friday and returned week later.

Carried forward - Mark S

Modified constitution

What do you do with assets if no longer a charity – needs signing off before AGM

Mark S – redrafted – committee need to review

Inform charity commission and CPGA

Costs for transporting boat – pence per mile – test with Jane – 45p levy – 25 or 35p to driver.

Do not know cost in advance.

Regatta date in summer – La big gig same day. See others and report back – keep same date if possible.

Update website - David

PARQ back to cox

Learn to row – teach tying up and man overboard.

Update original license for website £75.00 to Mark Elliott - voted unanimously

Contingency planning for money

State of club house raised again

AOB:

Action call out – club tidy up

Gig shed – concept machines – other club asking about using on

Tues/Wed/Thursday evening – not agreed as in bad weather crews not able to go out would want to use these.