

Newhaven Gig Rowing Club Committee Meeting
Monday 6th January 2020
Newhaven Enterprise Centre, Denton Island, Newhaven, BN9 9BA



Minutes

Attendees: Rachel Beardsworth, Mark Beaumont, Jayne Collins, Tracy Day, Caroline Dean, Kate Masey, Lee St Clair, David Swann, Mark Syrett

Apologies: Christina Cosgrove, Jane Masey, Phil Thompson

1. **Welcome and Apologies**
Apologies noted as above
2. **Minutes of Last Meeting and Action Review**
3. **Pressing Items:**
Chairs report needs to be done.
4. **Trustees**
Trustees report has been uploaded.
We are still looking for additional trustees.
Suggestion that Annie Swann might be interested in this role, Caroline will ask her.
Mark B. intends to give up chair position in order to become a trustee.
Another suggestion is Steve Wingate from Wave Leisure, Mark B. will contact him when he returns.
5. **Interim Chair**
Mark B. is going abroad so we need an interim chair, Mark S. has volunteered and has been voted in as interim chair.
6. **Marketing**
Rachel has asked if there are funds available for marketing. Mark S. suggests we look at roles for a team, costs and budget later.
7. **New Members**
Organise 'Hands on Deck' events in order to meet up with new members and complete forms including one to evaluate the skills they can bring to the club. Also, to find out what duties and events they can help with.
Kate Masey as Membership Officer needs to be involved in the rowing schedule. She wants to put LTRs on the calendar now so that they will be competent by the summer. Organise these as fixed groups so that all learners progress together as a group.
We need to look at membership figures on a yearly and monthly basis and look at how many active members we have and how many associate members we have.
8. **CPGA Reports**
Club secretary to send these out to all committee members and coxes. David to upload these to the website and email the link to all members.

9. **Minutes**
Minutes produced sooner so less time is spent going over them, ideally within 7 days of the meeting.
10. **Race Secretaries**
Fi and Michelle have declined the **race secretary roles** due to other commitments so these positions are **still available**.
11. **Safekeeping**
We have a collective responsibility to keep everyone safe online, moderate content if necessary and keep correspondence relevant. Refer to CPGA guidelines if necessary.
12. **Amelie Repairs**
Amelie was towed to Richmond for damage assessment, worse than initially thought, repairs could cost as much as £4000. Insurance have been notified, not sure who is responsible. **Mark S. will ask Ross or Terresa at the marina if they have any CCTV footage of the incident.** Amelie will not be ready for Richmond but should be ready by February 1st. We have paid £2000 up front for the repairs. **We need to find somewhere to put Amelie after the repairs have been done.**
13. **Additional Equipment**
As part of the business plan we need another plastic boat.
We need a cover for Aurora.
Dry storage, 40ft container? Where would we put this? Rampion site, Esther to contact. Lee will ask Peter Leonard.
14. **Bidding**
Mark S. is uploading documents to bid for funding from Newhaven Enterprise Zone Fund, possible £20,000 available which would enable us to purchase floating storage/launching modules for 3 boats.
We need to use this same bid to apply for other funding this is part of our business plan.
15. Olivia, Nikki and Laura have purchased a boat and have let us know this. **Is Olivia still a cox for the NGRC?**
16. **Dropbox**
Needs more than one admin. To ensure it is kept up to date. People who have left the club should have their access rights removed immediately.
17. **Important Dates**
Business plan meeting is on 26th January 2020, 10.30 until 1pm at the clubhouse.
Our next committee meeting is on Monday 3rd February 2020.
NGRC hosting the SEEGL is on Sunday 15th March 2020.
AGM is on Saturday 4th April 2020 at 2pm, the venue has yet to be confirmed.
18. **Finances**

Audits need to be done and uploaded otherwise we will default as a charity.

Accounts need external verifiers report, Mark S. will do this.

19. AOB

Housing Project P/H, Rachel is meeting Max about possible funding.

New cox training 04/01/20, 3 people are interested.

Mark Elliot, we are paying him £75 to upgrade our website.

Lloyds foundation grant is in the business plan for next year.

Mark S. will be emailing the draft constitution out soon.