

Newhaven Gig Rowing Club Committee Meeting
Monday 2nd March 2020
Newhaven Enterprise Centre, Denton Island, Newhaven, BN9 9BA



Minutes

Attendees: Rachel Beardsworth, Jayne Collins, Christina Cosgrove, Tracy Day, Caroline Dean, Jane Masey, Kate Masey, David Swann, Mark Syrett, Phil Thompson

Apologies:

Mark Beaumont

1. Open meetings

If members want to submit a question etc. at the open meeting they do have to attend, however they can remain anonymous.

2. Committee/Vacancies/Job Descriptions & Roles

Lee has left the committee.

We have had some Skills Forms back and are still waiting for others to be returned. We should put the Skills Form onto the website and new members will be asked to fill this in.

We are all happy with our descriptions which will go on to the website. We don't have an Events Officer at the moment as Lee has stood down, however she is happy to help out with the regatta. Jayne is happy to do bids.

Organisational chart, needs to be linear like a family tree. Rachel has a friend called Emily who is graphic designer who can help her with this.

3. Website

David is forming a website group; he will work with Kate to do this using information obtained in the Skills Forms.

The website needs to have clearer information on how to start off as a beginner rower and also be accessible to members who are not internet savvy.

4. Finances

Accountancy

Mark S. has been in contact with 3 different accountancy firms for quotes, Swindells, Accounting Plus and Cardens. There is also Liberty Accounts software we could use which covers gift aid.

We have to have an independent audit of our finances which Dan Logan used to do for us. We think this will be roughly £1300, our aim would be to get a dashboard control showing statistics, once it has been set up, we could do it ourselves.

We also need advice about our electricity bill and rate relief.

Card Reader

Considering having a card reader for events to take contactless payment, i.e. SumUp, a small amount is taken off the payment, it needs Wi-Fi, £29 for

reader. It is an alternative to PayPal; we could link Incoming payments and link to reserve account or set up separate account.

PayPal giving fund

You receive donations from people buying things online, this would be linked to our PayPal account, Caroline will look into this.

Jayne's donation via Paypal Giving Fund UK ends in May.

£2089 sitting in rough dough account.

Reserve of £1007 which has been allocated towards a cover, we should order this as it was part of Dans bid. We could have club name and logo put on the cover.

We really need to have one year's worth of expenses in the bank as a reserve.

5. Constitution

Important chair doesn't dominate trustees. Mark S. will have to step down as a trustee to remain as chair, so we need more trustees in place when this happens. Trustees have to attend 4 trustee meetings a year.

Quorum, at our meeting, 1 trustee needed at a meeting to make votes.

What to do with assets if the club winds up, charities don't go bust they just wind up.

6. Safeguarding

Jane is working on a Code of Conduct document, to cover what happens when things go wrong, and member to member hostility. The coxes will discuss these issues at their own meeting.

7. Membership

Single adult monthly membership at 10% more than annual membership fee.

Family membership 10% discount.

Junior membership 50% discount, £30 a year for juniors.

Trustees discretionary membership.

Separate fund for people that can't afford fees, done by trustees and only known to trustees

We have 23 low commitment, associate members, whether we should continue with associate membership or not, they pay £6 a row but no membership fee.

Due to a website hitch, associates can still pay £3 instead of £6 they should pay on rows, also full members can book up rows in advance at £3 then change to associates. Should coxes have a list of associates to make sure they are paying £6? Can coxes police this at the moment? We need a way to make sure associates can't pay less than £6 a row.

We need to look at our existing rules, publish our rules, then review in 3 months. We need to make it clear the advantages of being full members and the disadvantages of only being an associate. Full members will be prioritised over associates if boats are oversubscribed, we need to make a statement to members so that they are aware of this. Therefore, you won't get approval as an associate until very close to the row. We will no longer be selecting rowers on first come first served but on whether full or associate member.

We also need a proper row booking and row cancellation policy in place.

Members also need to be made aware it is up to them to cancel their direct debit if they leave the club.

Membership audit

We have 63 beginners and 92 novices. Members should be moving themselves to change their status online. Rachel is happy to go through the

membership list and call people or do a mail out to see who is still interested in the club and get rid of people's data who are no longer interested. Kate will move members up now, but in future members need to move themselves up on the website.

Who is actively still learning to row? Colette, Jimmy, Moonbean Lucus, Angry Potato. Ask them what their real names are.

We now charge £1 for PARQ should we increase this to £5? Members could pay £5 which would be refunded at a later date or given their first row for free. If we charged £5 it might encourage more people to continue.

We have 23 associate members, 20 members who pay monthly, 55 annual paying members and 3 juniors on system. Membership fees are less than overheads at the moment. Now is the time to target fair weather rowers.

We need an induction process that can we link to the website.

A full list of rowers needs to be on CPGA register by the 30th March, so this needs to be given to Rachel by the 20th March. Rowers can only be registered to row with one club.

Associates need to come off the register because they can't row.

8. Maintenance

We need to varnish the oars (not the yellow ones) we need decent weather for this. We could put this and other maintenance events like this onto the calendar.

Internal painting needs to be done at the end of the season we need a location to do it.

Fresh water into cracks is bad we need to regularly put dishwasher salt bags into the boats so it is saline water not fresh and sponge out water especially when there is frost.

Risk assessment document has been done, a separate one has been done for the regatta. Phil, Dexter and Mark S. will complete these.

9. Clubhouse Shakespeare Hall

Too big for us at the moment, and in 12 months they will hand it back to the council, what will it cost us? maybe for one off events like our regatta?

Wouldn't be able to get the gigs in. What if two clubs used it? It's not being used and not being used for community benefit. We really need somewhere we can store the boats.

The Diving club and Yacht Club will lose their premises as well.

We haven't got a fallback for our clubhouse problem. Televisions DIY SOS?

10. Bidding/Funding Lewes lottery

Tickets are £1, 50p of every £1 would go to NGRC, it could be done via Facebook. The Sea cadets do this.

We would have to be careful that we are not promoting gambling and possibly put restrictions on it, say maximum amount people could spend is £10 per month. We would not encourage new people to gamble but rather encourage people who already play the national lottery etc. to transfer over to our lottery instead.

This could affect our Aviva bid however, as they don't want to have any connection to gambling. Charity commission would not have a problem with it.

A vote to decide for NGRC to join the Lewes Lottery was agreed so we will go ahead with this whilst being mindful of language used when promoting this.

We have applied for a VersaDock with Sussex Giving.

Other possible bids are: 'This Girl Can' which Mark S. is doing as most of our membership is female.

Aviva community bid.

Tesco 'Bags of Help'

We can also investigate charity donations via online shopping.

Did we ever say thank you to the coop for over £2000? We need to find out and thank them. We need to add CO-OP to our website.

Harness members with skills in this area like Bridget, who successfully won a bid for the scouts.

11. Coxes

Meetings/Communication

Jane had feedback that cox meetings lacked structure so suggested that an agenda and chair would help and volunteered herself to do these. Also, despite previously being minuted they no longer are, only certain things are recorded.

There needs to be a cox's email group

Training

Feeling that second wave of coxes hadn't done the full training, this is going to be done by Dexter. Dexter is the only coach so only he can sign coxes off.

Dexter needs to complete his coach training.

What is the competency level for coxing? We need a list of things that they need to be competent on.

Roles

Job description on the website for a cox.

Coach description on the website done by Dexter.

12. AGM

AGM planning and notice to members for the 4th April.

13. Trustees

Trustee meeting after AGM meeting. Trustees can only be elected 2 times in a row then they have to step down as a trustee.

14. History Boards

One of the history boards will go to Newhaven museum.

15. Events

On 9th August joint BBQ at the sailing club.

Regatta

We are going to approach Rampion for our regatta funding, to pay for a drone.

We are going to have a raffle, we have been given prizes from The Komedia, Drusilla's, Montezuma's etc. We could do an auction. Will Boden is organising this including publicity, posters etc.

Travelling to Events

Towing to Eastney was the test on how much we should charge per mile, we charge the rowers 45p a mile, 15p goes to maintenance, 30p covers fuel.

Charge passengers in Jaynes car for passage. Ollie, Mark S. and Angie can also tow. Will and Dan want to tow. Ask another rowing club how they deal

with towing. We need to create a document explaining how to tow the gigs so members know what it fully entails.

16. Publicity

Rachel has done stuff on Facebook to encourage new membership.
We need members consent if we wish to use their photos for publicity.
Rachel is doing radio work next month.

17. Newhaven Marina Development

The planning application for Newhaven marina has been sent to residents and is also online, we need to respond back to this as a club. We need to highlight to them what is missing from their plans like; a public slipway, parking and access for trailers, berthing for us and our visitors. Important questions need to be asked regarding the local community having free access, whether berth numbers are changing, what community facilities will be there and what impact will there be on our club whilst all this work is being done?
We also need to investigate Community Infrastructure Levy.
Jane is working on a document we can send to them