

**Newhaven Gig Rowing Club Committee Meeting
Monday 2nd November 7 – 8.30pm Online**



Minutes

Attendees:

Christina Cosgrove, Rachel Beardsworth, Tracy Day, Caroline Dean, Jane Masey, Kate Masey, Dan Wittenberg, Dexter Allen, Esther Thorpe

Apologies

Phil Thompson, Mark Syrett

Not Present

David Swann, Jayne Collins

Minutes Committee have not received October minutes so they have not been agreed

Action Tracker Christina will work with committee to make this up to date, this is now on Dropbox.

Code of conduct this has not been sent out yet, Jane has made a pdf and asked for it to go onto the website which David needs to do. Jane has asked Rachel to send it out as an email.

Member questions

1. My NGRC membership expired at the end of June and I didn't get an automated response. I had reason to look at my membership last Friday and realised at that point it had expired. I've let Kate know but am wondering if an automated reminder may be something that helps NGRC.

Response from Kate: Membership doesn't expire unless you stop paying, this is why you don't get an automated prompt. Kate contacted this member in October to say their PayPal payments had stopped. This member has changed to monthly payments now which means they have overpaid; Kate will get in contact with them.

2. We have asked via the Facebook page but (quite a few of us!) would like to know who is in what bubble. No personal information is compromised by this knowledge and I think it would be good for the club and its members to have transparency

Rachel put the bubbles together and coxes decided that members would say if they were not happy with their bubbles. Joint ARC members were given rows on Sunday so they can row with ARC on Saturday. Each bubble has its own WhatsApp group for communication. Also, members can look at who is on the rows themselves by going into each individual row. It is decided that rather than email out to everyone the bubble information or putting a spreadsheet onto Facebook that we will just give members this information if they request it, so this member will be emailed by Rachel with the information and any other members who request this information likewise.

Trustees

Dexter Allen has become our third trustee alongside Mark Syrett and Caroline Dean

Cox liaison

A role to bridge the gap between the cox group and the committee group. Esther Thorpe has volunteered for this role which is also a committee role. A vote for Esther

to be Cox Liaison is taken and supported unanimously. Esther needs to be added to DropBox.

Cox Update

Covid drills are going well. Coxes are taking it in turns to schedule.
All members that own their own life jacket must get it regularly serviced.
The majority of coxes do not want to cox in November.

Membership

Full members annual payment	48 (36 have paid)
Full members monthly payment	16
Associates	26
Transfers from Full to Associate	1
Novices, learning to row	96
Moved up from Novice to LTR	8
Beginners (waiting for a taster session)	65
New beginners signed up in October	16

Kate won't delete anyone from these categories until it is confirmed.
When someone has become competent, they would need to sign up as a full member to continue rowing in a bubble. Kate can email them and advise them how to sign up.

Membership items still to be voted on...

Proposal:

We offer **all full members** (annual and monthly, still paying/paid) a 3 month rebate on their membership subscriptions for this time (£15)

- We refund them all £15
- We offer them the chance to donate the money to the club instead of having a refund
- do we do this as opt in or opt out i.e. members have to say if they want a rebate? Or is it automatic?

We need this to be fair to all, easy to manage, easy to communicate to our members

Plan:

1. Membership to email default payers and find out what is happening
2. Finance to email all paying members regarding this offer when/if agreed
3. Agree next meeting as back in another lockdown now (For discussion and **decision in Dec**)

From 1st March 2021:

Any new starters from October onwards, will now pay pro rata membership to get in line with all annual payments starting on 1st March 2021. i.e. equivalent of £5 per month

£60 per year and £5.50 per month starts March 2021

Registration, including Taster session £5 from March 2021

Accountants

Dan is now dealing with this. Dan and Caroline have spoken to Plus Accounting who are waiting to get the go ahead from us, before we do this, we need to track down some missing records and receipts i.e. For Amelie purchase, we are missing documentation saying we have paid. Once we have all these items, we can submit them to the accountants. Dan has created documents if anyone would like to look at these. He has also downloaded a template that we can use and is enough for the purpose of reporting to the Charities Committee.

New Complaints Policy

Jane has created a one-page document so that members know who they need to contact if they want to make a complaint. Members will be directed to Caroline if it is a finance complaint, Kate if it is a membership complaint, Phil if it is a health & safety complaint etc. General complaints will go to the chair. Dan and Jane will tweak this document and email to members.

We need to keep a log of written complaints, stored in Dropbox with restricted access.

If a verbal complaint is made it should be dealt with straight away however if the member making the verbal complaint wants the issue recorded then it needs to be put in writing.

After feedback from Mark, this will be sent out to the committee to okay.

Health and Safety

Kate, Phil and Dan have redrafted our PARC form because the previous one put the onus on the club to decide if someone is healthy or not. We need a PARC form that puts the onus back onto the member, so if any health issue box is ticked, we then advise them to consult their doctor, so doctors can provide letters if necessary. Every new member needs to fill one in and agree to conditions, then it needs to be updated annually, if anything changes within that year, they need to let us know. Kate divides PARC forms into 2 groups, those with health concerns and those without. She will wait for the health declaration to be returned before allowing anyone to row, she is able to stop them rowing until this is done. Everyone will need to do a health declaration in February before membership renews in March. Kate will aim to get the health declaration form approved by the committee before the next meeting in December.

The coxes don't see the PARQ forms so the only way they know if someone has a health issue is if the member tells them before the row so on every row the member needs to tell the cox if they have any health issues.

Publicity

Rachels online auction has made £138. Alcohol and chocolate at Kates will be made into a raffle prize.

Rachel is pausing publicity otherwise we will have too many people waiting to row Rachel is going to send out an email telling members we are stopping rowing until the government says otherwise. Included in this email will be an acknowledgement of the 16 people that have just started rowing.

Ergo Machines

Caroline suggested the ergo machines should be serviced. Christina was made aware that one member who has borrowed a machine has now changed their membership status to associate which means they are no longer entitled to borrow the machine. It may be possible to reallocate the machine before lock down in 2 days.

December Committee Meeting scheduled for Monday 7th December.