

**Newhaven Gig Rowing Club Committee Meeting
Monday 30nd November 2020 19.00 to 21.10 Online**



Minutes

Attendees:

Rachel Beardsworth, Tracy Day, Jane Masey, Kate Masey, Dan Wittenberg, Esther Thorpe, Jayne Collins, Mark Syrett, Phil Thompson.

Apologies

Not Present

Christina Cosgrove, Caroline Dean, David Swann

Minutes Committee agreed previous amended minutes.

Action Tracker This has been emailed out by Rachel and asked all to update. Dan and Kate to also look at this and edit what they can.

Member questions

Email from Tina and Austin regarding bubbles –

No to sharing this publicly. Tracy brought up point of safeguarding and we would also need approval from each member to do this. Bubbles are being booked as per pre COVID-19 open rows so if anyone would like to see who is on what bubble they can see this on their what's app group or for all active members as per the usual way on the website.

Mark to reply to Tina and Austin and explain why this will not be made public. Tina and Austin have been sent pre-lockdown 2 bubbles as agreed at previous meeting.

Safeguarding – Tracy

Needs CPGA safeguarding policy adding to website which will cover children as well as adults.

Needs all coxes and committee to complete [Duty of Care on UK Coaching website](#).

Tracy to collate on Dropbox certificates this is a free course.

Need more DBS checked competent crew and coxes

Finance -Tracy

Bank Balance	£13213.87
Reserve Account	£7051.16
Row Dough Not Used	£2188.00
PayPal Balance	£3346.55
Row dough to club	£1158.55 – Not transferring until we clarify refunds will happen

Unanimous vote to donate £120 to the Joanna C. family Just Giving page on the ~fisherman's site when checked bone fide. Finance to arrange payment. No Club donation to be given to Rachel and Tracy's fund raiser for the Royal National Lifeboat Institution, just members personal contributions.

Welfare – Jane

Needs Policy to be uploaded to website.

Policy to be emailed out with AGM details as previously agreed.

Accounting – Dan

Has submitted accounts to accountant. We have had questions back as 2018 accounts are flawed. He has been working with Caroline to collect receipts and get this on track but it has highlighted that we need to keep proper records and EVERY receipt.

Charities commission will be interested to see if we have run the club responsibility. Mark has done Chair report for the Charities commission.

Mooring – Mark

Need to do schedule – Mark has agreed to do this.

Communication to go out to the club once schedule has been sent and rows are known – Rachel to do

Russ agreed to us going back in the marina at £150 per a boat. Mark wants 2 boats on 1 mooring for the same fee but Dan has confirmed it has always been a per boat fee and not per mooring. Mark to speak to Russ about this and arrange getting dock into the mooring. This has now been done as above and confirmed as above with a future lockdown reprise.

Cox Update – Esther

4 Coxes to cox after Lockdown 2 is lifted and we go into Tier 2.

Coxes are concerned with being out in the cold longer due to Covid procedures in place. This is a worry and 3 coxes out of the 4 are worried that they will be too cold to launch and recover. Need to be in the marina. Phil has also raised this as a Health and Safety issue as well.

Agreed to go back into Marina with Mark contacting Russ to agree this before rowing on the 5th Dec.

Berth is 2 up from where Amelie's outer berth was. Mark to confirm this and give coxes the gate code before rowing starts, still 2534.

Cox in training – Can only do training in person and not online – As per Dexter. Once theory done, CIT to go out with competent cox but there could be an issue due to social distancing. Competent cox to stroke for CIT.

Tetra Dock - Mark

NGRC to buy ours now that we are back in the marina with Lewes buying another. Coxes to be briefed on how to use this. Picking up weekend 12/13th Dec

AGM -Rachel

Rachel has suggested this is held online.

Mark wants this done by end of financial year which is February for us.

Suggested to look at save the date for start of January.

Rachel to report back on how her other AGM went to how we do ours and also take note of the CPGA AGM which will probably be online this year.

Health and Safety – Phil

Concerned over safety of coxes in the cold with launching and recovering which needs someone in the water and even in waders – resolved by mooring in marina. Amelie visit to get cover supports. While there added saltwater to Amelie and she is leaking a lot. Needs to be soaked in salt water for a long time before any rowing can happen.

Fort to open in April but they may need the hut Amelie is in sooner than that.

Juniors - Mark

Mark has asked Tracy & Caroline to head up Junior rowing as he wants us to take on Sussex Community Development Association Youth club as a joint venture.

Concerns whether we have enough coxes as they have a lot on already? Do they even want to cox junior rowing?

This is to start as of April 2021 essential CIT training completed by April.

Website - Mark

Improvement options being looked at currently.

Dan - We need to ensure we own the identity and passwords.

Licences on the website we currently have need to be updated.

Mark to come back to committee with more details in January.

Website group to be set up.

Trustees - Mark

Wants experienced and skilled external trustees for NGRC. Mark has put forward 2 possible people. Jane has raised whether they really have a vested interest in us and are they the right people to be trustees?

Need to ask internally again – Mark to draw up email to be sent to NGRC members.

Code of Conduct – MS

Mark will intervene where he feels a breach of the code may have occurred and in the instance of all unnecessary spats online, Committee members need to get on not be at logger-heads. The committee needs to be a safe space and respect one another where we all can voice an opinion even if others do not agree. If it gets too bad, he will ask members to temporarily step down until it is resolved. This could lead to being dismissed from the committee or after 3 occurrences (as per Mark, this has not been voted on), the club.

Publicity – Rachel

Rachel asked Mark to do a roundup of the year/Christmas message as chair to be sent to all members - This was refused by Mark as a chairman's statement is about to be sent out.

Rachel waiting on Mark to send articles he has pre written, so Rachel can then send to the appropriate media outlets, noted articles written but couldn't be sent until cleared to do so by LDC.

Will be sending updates on Rachel and Tracy row but this is about raising funds for the RNLI and not a publicity stunt for the club.

Membership - Kate

Email to be sent to members informing them that should they wish they can have a refund of £15 due to not rowing in lockdown. However, they can volunteer not to receive it and if they have not contacted us by a certain date to confirm they would like this then NGRC will keep the money as a donation to the club.

AOB

Kate – Thanks Rachel for fundraising efforts with the auction and would like to remind people to pick up their items.

December Committee Meeting scheduled for Monday 4th January 2021.