

**Newhaven Gig Rowing Club Committee Meeting
Monday 1st February 2021, Online, 7 – 8.30pm**



Minutes

Attendees:

Christina Cosgrove, Rachel Beardsworth, Caroline Dean, Jane Masey, Kate Masey, Mark Syrett, Phil Thompson, Dan Wittenberg

Not Present

Jayne Collins Tracy Day, David Swann, Esther Thorpe

AGM planning

Mark and Rachel are organising the AGM.

Rachel has experience of AGM's on Zoom so would like to use this platform, she will look into opening a Zoom account or possibly having it for a trial period.

Mark is anticipating about 40 attendants and thinks it will be around an hour. Mark and Rachel will create the agenda and send to Dan and Kate. We need to distribute the constitution and obtain any questions from people before the meeting. Last year's accounts and the chairs report can also go out, we can also include information on Railway Quay.

Dan is doing up to date accounts and it is worth reviewing our 5-year business plan. Include information about CPGA changes, membership fees etc. start the conversation at the AGM but vote another time.

All committee have to stand down and be re-elected. Only one position has been applied for which is the secretarial role.

We will email invites to all members, full and associate, although associate/novice members don't have voting rights. Novices could also be invited as they have not had the opportunity to be able to row and thus become club members.

Associate members

The constitution says that associates are members of the club however they don't pay membership fees only for rows. It was initially set up for people that could not afford membership fees. It is in our constitution that associate members are members so we need to decide if we want to change this before the AGM when the constitution will be voted in.

CPGA update from Rachel

Rachel has been submitting club surveys every month.

CPGA business strategy from 2021 – 2026.

They are restructuring, the details are on Dropbox under CPGA. Association membership which is currently £200 will rise to £250. However individual club members will now have to pay CPGA membership which will be £30 a year, should they wish to race in CPGA events. (Scillies is not CPGA and SEEGL may decide not

to be. This is also increasing by £1 a year up to £35. They are holding a Q&A session at the end of this month about the changes.

We need to share this information with members possibly at the AGM. We need to decide whether the club will pay these new fees or whether we ask individuals to pay and how to present this to members. Also, dual club members will only be able to race with one club as now.

It would be helpful to have some information on our new website about the CPGA.

Finances

Bank balance £10,813 This is all our own money and not ring fenced.

Reserve account £8313.19 All specific use money is in this account.
This includes the £1200 RNL donation which Tracy and Rachel are waiting for Esther to organise.
This also includes £7100 loan.
The cover money has left this account now.

Everything is paid up until the end of January
Insurance for dock is due, existing is £1400 or new specialist Charity insurer/underwriter direct at around £400, Mark has until Friday to sort this out.

Rent on marina berths is due mid-February
Tetra dock berthing, one more payment for Lewes then we are paying for ourselves.
Our loan of £7100 is going to be due for part repayment on July so we need to decide whether to give it back or utilise the money if it can deliver a saving. We can repay £140 a month.

Bids and Funding

LDC have awarded us £2477.43, for businesses\charities that lose income under Covid restrictions, we received this last year so Mark reapplied for this year.

Mark has submitted 2 bids (these are in Drop Box in the Finance folder):

1. Sussex Giving for £5000 to enable us to put 3 pontoon floats in at RQ and strengthen moorings.
2. Newhaven Town Council for £3000 to purchase a gangway.

Mark has also bid for a technology grant for £2500 to develop some on water training technology, which is an electronic training device that syncs with Cox's phones.

Health & Safety

Phil went down to the gig at the marina and sorted our mooring out. Steel hauler also now attached.

Neil Harrison at Newhaven Fort where Amelie currently is has asked us to move her as they are refurbishing the area where she is. This was due to be done on Saturday 30th but this is now postponed until Saturday 6th February. She will go back onto the Marina slipway if undercover storage is not accessible.

Mark has contacted the steam stripping man, he charges £49.50 an hour and thinks it will take 6 hours to strip Amelie, so roughly £300. Mark will put a safe organic paint

softener on the boat on Wednesday to do a test then scrape it off on Thursday. The steam man will come on Thursday.

The work shouldn't be too messy as the steam stripper does not produce any water and Mark has an industrial Hoover. If no suitable undercover storage is suitable for Amelie then we will have to wait until the weather is better to do the /further stripping/painting the inside only work in the open.

We will be using and promoting Mark Beaumont's Lanoguard products on the trailer to protect it from salt when we do this work.

Safeguarding

All committee need to complete UKCoaching.org, Duty to Care, 5 modules. Christina will send the link for this training to c. members to complete and email back to Tracy.

Website

Our website is deteriorating and not easily repaired.

Rick Chapman recommended by Mark who works in this field is looking at our website and will offer us some solutions and costs when Dan meets him at the end of the week.

Options are:

1. Redo website in a more structured way
2. We use a Website builder online to create a website, one we can use, manage, and maintain ourselves
3. Rick creates a website for us

Our current website is custom made and very complex which makes it difficult to manage. We need to decide how to simplify our website and what things we are willing to sacrifice to do this.

Dan and Kate are going to create a working group, other c. members can email them if they wish to join this group.

Welfare

Summary of feedback from the survey Jane did: committee member views on how the committee is working.

Covid has had a major impact on the club so feedback needs to be taken in this context.

Concerns

The club is still feeling the effects of what happened in the past, the split and creation on new club ARC.

Concern that some roles are unclear i.e., what do the deputy chairs do?

Planning for our long-term future must not be at the expense of our short-term goals.

Positive

Good range of skills amongst committee with some able to deal with nitty gritty very well and others better at future planning.

Happy with new role of Cox Liaison.

It is ok to disagree with one another as long as we express these disagreements in an acceptable way.

We can ask for help if we need it and if help is offered, we should take it if we need it.

Improvements

Meetings are too long, make them more concise.

Send documents out in advance so committee have chance to read ahead of decision making.

Start involving wider club members in decisions, be more transparent and share as much info, as we can with members.

Know what others in the committee are doing so we can offer help if necessary.

In meetings rather than rush through the agenda we need to listen and discuss things.

Make time in meetings to say what we are doing.

Put any personal differences aside to work together for greater good of the club.

Accept that there will be cross-overs with roles.

Agree on operational priorities, focus on restarting rowing.

Decision making

When projects are complex like RQ Mark will do the initial discussion and work with the 2 deputies, then they will get those ideas to a fully formed stage to be presented to the committee for the committee to make decisions. This will make things more transparent.

Mark will slow down on projects and make sure everyone is with him.

Roles

Because we are a small group, it's important we all understand and do our roles.

Good to change chair and committee members every so often.

We all need to refamiliarizing ourselves with our role wall chart.

Deputy chair role

Needs to be defined more, Mark, Dan, Jane and Kate have discussed this

To support chair upwards.

Lead meetings when chair can't attend.

Kate will lead the services side of the club roles and Dan will lead operations side of club roles and will oversee the non-committee roles on his side.

Filter things from committee so that not everything has to go to Mark.

Kate intends to have regular catchups with services team.

AOB

A long-standing member has been very unwell as is now housebound, can we all make an effort to support them.

A friend of Marks is offering first-aid training with mannequins for £45, there are 12 places, they also do mental health first-aid days.

Possibility of resuming rowing post Easter/ near March 8th when colleges are due to reopen, this was the trigger last time.

Dan will chair next committee meeting on Monday 1st March.