

# **Newhaven Gig Rowing Club Committee Meeting Minutes Monday 4<sup>th</sup> January 2021, Online, 7 – 9.00pm**



## **Attendees**

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

## **Apologies**

Tracy Day, Kate Masey

## **Not Present**

David Swann

**Minutes** 30<sup>th</sup> November minutes agreed

## **Accountants**

- Accounts have been done; however, we did not have all the records we needed and had to use bank records, we must make sure that we keep receipts for everything. We need better receipt management, especially for things like the regatta and raffle which create a lot of receipts.
- Plus Accounting fee is about £1000 which has not been paid.
- Xero accounting software Dan believes is unnecessary for us. Dan is suggesting we use the same spreadsheet as the one we submitted to Plus accounting and will work with Caroline on this.
- Dan needs start balance to set up 20/21 accounting spreadsheet.

## **Charity Commission**

- Mark has uploaded documents including chairs report and accounts to their website

## **AGM**

- We need to do an agenda for this. We intend to send out a link to last year's accounts with the agenda.
- What platform to use? We need to be able to make elections work on it.

## **Cox Training**

- Cox training theory has been completed, so when rowing is resumed practical training in the boat is needed and bubbles organised.

## **Ergos**

- Rachel, Tracy and Esther currently have the 3 machines which must stay where they are until we come out of lock-down.

## **Finances**

- £1100 pounds transferred from PayPal to main account
- £10224 bank balance

## **Bidding/Fund Raising**

- Jayne has procured £200 (unrestricted funds)
- Sussex Giving, Mark has put a bid in for engineering work on the UTC pontoon so we can relocate there and have a club-house, £5000 bid put in for this, with stipulation that any money left over will go to support junior rowing.

### **Insurance**

- Is due in February.
- Additional premium has not yet been paid for the tetra dock, will be somewhere between £168 (single) and £250. Mark will do this asap.

### **Outgoings**

- At the marina, pay December but don't pay January whilst we confirm payment arrangements during lockdown.

### **Junior Rowing**

- Mark wants to set up a meeting with Tracy, Caroline and Lewes Pilot Gig Club to set up junior rowing and make sure ideas add up.
- We need to identify 6 to 8 competent crew for juniors and make sure they have DBS checks which are free. We also need 4 coxes.

### **Maintenance**

- Phil wants to go to the marina asap and try to tighten the tetra dock onto the pontoon because at the moment there is a gap and the dock is low in the water. Lines are chaffing on concrete and a steel bit is rubbing, we need thick gauge steel and/or wooden corners put on the dock. Mark and Esther will go and have a look with Phil. We also need to ascertain whether the dock is wooden boat friendly.
- We don't have any in-date flares, we will wait until we resume rowing to purchase these as they have a quick lead time.

### **Membership**

- 44 full-time paid-up members and 18 waiting to start.
- We need to find out from Jane how many of those 44 row regularly.
- A member has moved to Glasgow and won't be rowing anymore, so he is being refunded.
- Kate submitted email regarding rebates prior to meeting. She is getting a letter out to members regarding rebates.

### **PARQ forms**

- Discussed whether to include PARQ forms with AGM invites as the new PARQ form need to be done before rowing resumes and before the new membership cycle begins on 1<sup>st</sup> March.

### **Publicity**

- Tracy and Rachel to organise cheque handover to the RNLI following their charity rowing endeavour.

### **Trustees**

- Dexter needs to do a DBS check now he is a trustee. Now overdue.

### **Website**

- Mark Elliot has emailed us saying he can no longer maintain our website.
- Mark will set up a meeting with Dan & Kate to look at alternatives.

### **Welfare**

- Jane surveyed committee members individually to assess how they feel the committee is working, she will email the results to Mark, Dan and Kate.