



**Minutes
10th May 2021**

Chair: Mark Syrett

Attendees: Kate Masey, Tracy Day, Phil Thompson, Caroline Dean, Jayne Collins, Jane Masey, Rachel Beardsworth, Dex Allen, Carla Butler and Esther Thorpe

Apologies: There were none.

No.	Item
1.	<p>Agree previous minutes / Trello Action Log</p> <ul style="list-style-type: none"> • Previous minutes were agreed. • Mark went through individual Trello actions. Reminder for all members to update Trello with actions • Review 5yr Business Plan needs to be prioritised. Mark to carry forward. All need to find sat or sun to update. • Mark thanked all members for a fantastic start to the year.
2.	<p>Finance</p> <p>Finance spreadsheet circulated in advance by Caroline.</p> <ul style="list-style-type: none"> • Current acct stands £14,908 • Reserve £14,051 • Row Dough not used £2,196 <p>Current acct is working capital including</p> <ul style="list-style-type: none"> • £1,500 website development • £3,500 grant that can be used for anything • £5,000 for railway quay development • All those funds to have award letters and remittances. <p>Row dough averaging £150 per week, more Cox's will lead to further funds. Accounts looking healthy, thanks past to Caroline.</p> <p>Photographer invoice agreed by Mark. Committee reviewed the process involved and agreement reached to create a power of delegation for financial spends in exceptional circumstances. All spend should go through the committee.</p>
3.	<p>Membership LTR capacity</p> <ul style="list-style-type: none"> • 48 new sign ups (21 on learn to row/27 waiting for taster) • Reminder to use right terminology. Maiden voyage = taster session. Health questionnaire = Parc form



	<ul style="list-style-type: none"> Kate thanked Cox's for great communication in processing new members and asked all to email rather than contact by what's app/messenger. <p>Agreed - taster sessions are just for four people moving forward. Out of 40+ members only 8 have paid so need to action and chase members. Next meeting to discuss Crowdfunder. We have doubled the size of club and continue to have significant levels of interest.</p>
4.	<p>Cox Liaison</p> <ul style="list-style-type: none"> All Coxs have weekly LFT tests At the Cox's meeting 12th April – Majority of Cox's feel Regatta's to be put on hold and to focus on new learners and getting members through learn to rows. There was an open discussion on work balance of Cox's whilst growing club membership. <ul style="list-style-type: none"> Majority voted to agree to build on membership, restart social events and hold the Regatta next year.
5.	<p>Health & Safety Roll on to next meeting</p>
6.	<p>Publicity/Marketing – other than RQ update Rachel provided a presentation on the data dashboard for the Facebook group and public page</p> <ul style="list-style-type: none"> Committee agreed group should be members only, Rachel to start communications Page strategy includes enhanced posts and use of boosters Twitter/Instagram/TikTok all having increased posts. Marketing group exists to support activity £200 every 6 months.
7.	<p>Safeguarding – other than update later Roll on to next meeting</p>
8.	<p>Fundraising Roll on to next meeting</p>
9	<p>Welfare Roll on to next meeting</p>
10	<p>Railway Quay Update-Lease/MMO/bids/PR.</p> <p>Railway Quay Update</p> <ul style="list-style-type: none"> Mark gave update following email from LDC on proposed rent. Mark still negotiating with LDC on favourable lease and associated site management costs. The renting of this space is part of long-term strategy to have a pontoon. Securing the pontoon is subject to significant costs which lowers if solution is found via Rampion buy-in. If we secure lease, there is potential for two further grants totalling £28k Committee discussed options and will await further detail from LDC before a decision is reached.
11	<p>Hire another gig 3month / Lewes Boat /tetra dock Roll on to next meeting</p>
12	<p>Website /app update Roll on to next meeting</p>
13	<p>Amelie working party update Roll on to next meeting</p>
14	<p>Ergo swaps process Roll on to next meeting</p>



**Minutes
24th May 2021**

Chair: Mark Syrett

Attendees: Kate Masey, Phil Thompson, Caroline Dean, Rachel Beardsworth and Carla Butler

Apologies: Tracy Day, Jane Masey, Esther Thorpe, Dex Allen and Jayne Collins

<p>10</p>	<p>Crowdfunder Mark set out benefits and risks of taking forward crowdfunder and options to grow income e.g. charging to go into boat, picnic rows. Would start from 1st April. Payment for filming would be doubled as to membership. Time pressure in ensuring membership is included. (potentially £3,000)</p> <p>Committee agreed not to progress Crowdfunder due additional workload on Cox's. Committee to focus on receiving funds from membership</p>
<p>11</p>	<p>Hire gig 3month / Lewes Boat /tetradock Committee discussed the risks and benefits of renting another boat and decided due to already heavy reliance on Cox's the focus will be on getting new members through.</p> <p>Phil raised health and safety issues on the tetradocks (Two accidents just this week) and the need to look at wider issues with having another double dock. Phil is completing a risk assessment and has solutions. This will be urgently discussed with Cox's.</p>
<p>12</p>	<p>Website /app update The website works and additional changes still in progress. PayPal option removed and members now have to use bank details. Automated email functions are not currently working Action – Dan to upload minutes to website</p> <p>Agreed a new whatsapp system. App1 Larger bubbles to be created (two rows offered) allowing people to choose which row. App2 – All members, read only allowing Cox's to communicate empty places</p> <p>LFT for all competent rowers and Cox's</p>
<p>13</p>	<p>Amelie working party update Mark to organise google poll for sanding day once location resolved, either indoors or covered.</p>
<p>14</p>	<p>Ergo swaps process Dan keen to pass on his Ergo, Rachel to advertise on Facebook and Kate to ensure membership is active. Phil would like to move items at his. Committee to look at storage options and bring to future meeting</p>

Dan to chair next meeting – 7th June 2021 – Meeting venue to confirmed by Mark.

Rachel to send notifications to members opportunity to ask questions for next meeting