

# Gloucester Rowing Club Committee Meeting

7:30pm Monday 24th April 2017

## Minutes

Present : Ben Rodford, Keren Holland, Sue Jones, Clive Pendry, Robert Dibley, Lydia Watson

1. Apologies received from : Stephen Rose, Scott Carpenter, Margaret Hamilton
2. Minutes of last meeting - approved

Action points from last meeting :

- Safety documents uploaded - some held up, but pretty much all done, and all in PDF format
- Safeguarding courses - nobody has signed up yet, Keren suggested online courses may be ok
- Hartpury meeting with Ben - new plan involves 3 groups, 14-16, 16-18 and 18+ through to university. They are recruiting another coach for this too. They will be working with local schools and supporting us with an expanded junior learn to row. This is all fully supported by Hartpury College. 18+ group will be looking at linking with University of Gloucestershire.
- Impact on club likely to be primarily equipment, with gradual growth, not actively recruiting. Rowing committee have been made aware of the need to review boat replacement plans. Much of the work will be at different times to our main groups, so should have little impact on training times. Ben and Tom will meet after they have recruited, and that will include discussion about fees etc. We discussed the likelihood of 18+ group being involved with club squads, but it was felt this was too soon. Funding for 18+ group dependent on 12 or more participants.
- Also discussed Ben is having a phone call with Laura Fielding about how they deal with Safeguarding
- Ben to email out about contributions to newsletter.
- Sue - to tackle launch drivers course
- Funding - Stephen
- Junior Coord - confirmed as Robert

Current boathouse lease

Boathouse - note that electricity tripped this weekend.

Cleaning rota - juniors currently doing it

Lost property - some has been taken, Sue is sorting through remainder for bits worth keeping as "spare clothes" to be kept for regattas

## **Chairmans report**

*With the club getting busier as we move into Spring and Summer there is more strain being put on equipment and volunteers. A significant number of our boats are currently damaged and off the water awaiting repair. We also have seen an increase in friction between members leading to issues and a number of complaints.*

*The rowing committee are meeting more regularly and have started to bring together a group of volunteers to assess damage and repair equipment, using a Facebook group to coordinate this. This will hopefully allow repairs to be done more quickly as there are more people involved and better coordination of priority.*

*We must look at bringing the club closer together and developing more respect amongst our members. All the volunteers at the club are stretched thinly and the challenge is likely to increase as we have more people on the water and racing at events.*

*The racking has started to go up in the new boathouse - big thanks to all who have volunteered their time to get this project underway.*

*The new website is live and it's good to see feedback being given on how it can be best used.*

## **Treasurers report from Stephen** - full report appended at end of minutes

- any questions to be emailed to Stephen, then approve by email
- Head profit £3850 - we think is most ever profit we've had - and noted that when we are in the new boathouse we'll make much more profit
- Membership - new fees now in effect - only change is to volunteer members.
- Power approved, water supply agreed, should all be going in soon.
- Draft agreement circulated for discussion.

## **Safety** - no new reports in book, nothing new online

Safety policies are now on the website.

Safety awareness documents are also online, nobody has made any comments

Note that safety is important at all levels, from national body down to local coaches, and we as a club need to make sure that our membership get themselves up to speed with the safety aspects.

Rowsafe provides general guidance but the club should add more "meat" to these.

Clive has ordered some items for safety - four more life jackets, Clive has also asked about belts, but not had a response. Ten more throwlines, 20 foil blankets, rope ladder for the tin fish. First aid kits - Sue has purchased one and put it in the drawer, and has offered to check first aid levels of plasters etc.

Clive has an offer from Stephen Worley to come down and talk to the club about safety and how to change behaviour of rowers. Or could we do something else to percolate this information down into the membership.

This led on to a discussion about the state of the erg room, and general lack of respect for equipment and each other. There was a general agreement that there has been a general change as the club has grown, and that people will just go out and do whatever they like.

Need to encourage people to put incidents online right away - using the club wifi - and reporting everything, including near misses, because these are useful to learn the potential for future problems.

Discussed lights and lack of manning of bridges, or ignoring crews when they are there. Communication is key to everything - whether it be telling other crews who is coming along behind them, phoning bridges, etc etc.

A concern was raised about novice scullers being out unaccompanied on Saturday or Sunday mornings. Agreement was that we will organise some sort of training session in May to make sure people are aware of what they need to do, require coaches and squad leaders to attend and invite other members as well.

We are lucky here because we are the only club on this stretch, and have very benign water, but this has resulted in a very relaxed attitude which would not be the case in places which have more risks.

Proposal to send out 3 dates to coaches / squad leaders / other groups (CLC UoG etc) and then take the most popular one.

Discussed potential for relationship with canoe club – their governing body has recently produced a document which discusses this, and would be worth looking into,

Ben will email Squad Leaders and Coaches, Clive will assist.

There will then be another meeting in September, which will also catch the new intake from Hartpury and Gloucester Uni.

We will also try to do more about communicating via newsletter to add to this.

Safety of erg room – Sue pointed out that the damaged wall and loose switch wiring is not safe, so this will need to be resolved – this will be organised by Sue / Ben.

Canal and Rivers Trust notices – Clive to send them to squad leaders and coaches group.

### **Welfare officer**

New policies – alcohol consumption policy, was approved for adoption by the committee.

Roles and responsibilities – this is still a document for discussion, which has quite a few gaps in it, but we need to fill this with more information.

There was some discussion about what happens with committee members having the authority to tell people not to do anything which they consider to be unsafe. Fog was covered widely, but also there was discussion about whether there should be a process for disciplining people who disregard warnings.

The CWO is currently fielding a great deal of complaints from senior members, and there appears to be a reluctance amongst members to talk to one another, and we need to find some way to tackle the causes. The divisions seem to happen sometimes between squads but also within them, and there is an inability to manage situations, with problems building up over time. General sense of disgruntlement amongst the membership.

The club needs a certain amount of self regulation from the membership, to ensure that once people are informed about the need for particular behaviours they stick to them.

The CWO needs members to be taking more responsibility for the issues that arise, and not push them immediately up. And the committee needs to take the lead on this.

And getting people to help each other to improve, rather than criticizing.

Club Mark entry has gone in, so we'll be eagerly waiting to hear the results of this.

### **Dealing with matters out of committee**

Lots of email messages come in to the club, going to various people, but not everybody knows whether a reply has been sent. It was suggested that everyone should reply to all, so that other people see the reply come through.

It would be useful to have somebody as a co-ordinator to distribute emails to the appropriate person.

### **AoB**

Junior Intake – Robert gave some details of the new intake, with 40 new juniors having completed the dry start component and now ready to move on to the water.

Sue reported that she is organising a kit order through Stitch, and will send details out soon.

Session times – people need to finish their session on time when it's busy – particularly on the 10am session changeover. If people get on the water promptly they can be in, washed up and away before the other groups need to get on the water. Needs to be raised at rowing committee.

Lydia – Casual wear kit email has gone round, Carrie wanted to tell everyone.

Clive – has details of blazer buttons which could be purchased – around £5 a set

Next meeting is 5<sup>th</sup> June 7:30pm

## Treasurer's Report 24 April 2017

Profit from the Head was £3850.

The table below shows the outcome against the budget for the last financial year and the proposed budget for the current year (1/4/17-31/3/18).

<b>Budget for 2017/18</b>	01/04/2016	31/03/2017	31/03/2018
Account balances	56,800.28	73,485.54	73,485.54
Subscriptions	28,000.00	27,636.00	28,000.00
Donations	26,000.00	23,766.77	24,000.00
Explore Rowing	3,000.00	6,431.50	4,000.00
Junior activities	3,000.00	2,799.62	2,500.00
Events	5,000.00	8,189.37	5,000.00
Use of facilities	5,000.00	9,708.00	6,000.00
Debtor/Creditors	-2,114.90	3,059.68	3,059.68
<b>Total</b>	<b>124,685.38</b>		<b>146,045.22</b>
Running costs	24,000.00	23,572.99	25,000.00
GBL charges	6,000.00		14,000.00
Incorporation costs	5,000.00		5,000.00
Property Maintenance	1,250.00	593.58	1,250.00
Coaching Courses	1,500.00	45.00	1,500.00
Rowability	1,761.00	0.00	0.00
Equipment Maintenance	10,000.00	5,714.15	10,000.00
<b>Total running costs</b>	<b>49,511.00</b>		<b>56,750.00</b>
Contingency (50% RCs)	24,755.50		28,375.00
12-month advance payment to GBL	14,000.00		14,000.00
Provision for dilapidation charges	20,000.00		20,000.00
<b>Surplus (for new equipment)</b>	<b>16,418.88</b>		<b>26,920.22</b>

### Membership

The new £5 annual fee for Volunteer members who hold BR membership came into effect on 1/4/17.

Proposed new members:

Associate: Theresa McCartney

### Development

There has been little progress since the last meeting. The final approvals for connecting power have been received and a way forward on the water supply agreed with Gloucester City Council. In the coming week, the contractor should propose a plan for completing both sets of works.

Work has started on erecting the boat racking but it is unlikely to be completed for several weeks. Painting the toilets/showers must wait for power for the lights in that area.

A draft user agreement will be circulated for comment soon. This will be for users other than GRC, CLC and Hartpury to sign but all parties will be required to operate according to the same rules.

Finding the funding to start work on level 1 remains a challenge.

## **Incorporation of GRC**

There has not been time to do any further work on the draft articles and rules. It is hoped to produce a revised version in time for the next meeting.