

Gloucester Rowing Club Committee Meeting

7.30pm Monday 21st August 2017

Minutes

Present: Stephen Rose, Keren Holland, Margaret Hamilton, Lydia Watson, Sue Jones, Ben Rodford, Robert Dibley, Scott Carpenter.

1. Apologies

Nick Summers, Clive Pendry.

2. Minutes of Meeting 10th July 2017

Approved.

3. Action Points arising

- a. Lydia Watson has completed an online Safeguarding Course. Margaret Hamilton will endeavor to enroll on one after the Regatta – on going.
- b. Hartpury Safeguarding reporting structure this is waiting for Hartpury response. Hartpury will still be a part of GRC so this issue is ongoing (Ben).
- c. Launch drivers – ongoing (Sue).
- d. Fundraising, Stephen will carry this forward to discuss at AGM.
- e. Roles and Responsibilities – ongoing confirmation of Events Secretary needed.
- f. Twitter Account – access given as discussed.
- g. Email address list of members not in squads – still being compiled (Lydia).
- h. First Aid Policy. GBL expects each user organization to have a policy, as this falls under Safety Clive to carry forward. It was decided that we should have a First Aid Kit at each site.
- i. Club Mark, Keren reported that BR think we are great as we have ticked all the boxes. Club Mark themselves want every Coach or Session Lead to be DBS and Safeguard checked. They (Club Mark) have yet to release an official statement regarding this. But as a Club we are well placed to respond.

4. Chairs Report

The summer has seen a lot of activity both on and off the water, with lots of regattas being attended and great progress being made on the new boathouse.

It was great to see groups going off to race at both local and national regattas, and coming back from successful racing. A particular highlight of course was the third win in as many years at Henley Royal Regatta in the Diamond Jubilee Challenge Cup. This is a remarkable achievement and I would like to extend my congratulations to the crew and coaching team who have supported them to achieve this result. It is fantastic to have Hartpury as part of GRC, not only in terms of raising the profile of the club but also being able to share knowledge and resources. Development of the Hartpury structure for the coming season brings a bigger coaching team with a wider range of ages being supported by the programme. I look forward to seeing how this progresses and leads both to increased participation as well as performance over the coming season.

Gloucester crews have performed well at the British Rowing Junior Championships, Peterborough Summer Regatta and City of Oxford regatta among others.

Working parties have installed the racking in the new boathouse as well as painting the toilets and showers. Massive thanks to those who have been involved with these groups and given their time, allowing us to start to move boats across as well as have parts of the boathouse ready in time for the regatta.

A recent meeting with the University of Gloucestershire was held to look at strengthening our ties and how we can work together more closely in the coming season to benefit both parties. The Royal Agricultural University are interested in coming back to GRC and discussions are ongoing with them to determine whether this is feasible.

This suggests that GRC is becoming even more attractive as a place to row and with careful management this should make the coming season an exciting one.

I have decided not to stand for the role of Chairman at the coming AGM. I would like to thank all of the committee and club members who have supported me and the club over the past season. Many of you have contributed whatever you could, whether financially, or through time or expertise to help with the operation and development of the club and this is greatly appreciated.

5. Treasurers Report

The progress against this year's budget is shown below. Income is as expected.

Payments to GBL will start during August including the one-off payment of 1 year's fees as agreed with GRC Trustees when the GBL Partnership Agreement was signed. When GRC is incorporated, the personal financial liability held by the Trustees will go away and the prepayment of fees will be recovered.

Sport England has asked for an account of how the Rowability Grant from 2014/15 has been spent. As it has been difficult to establish a Rowability programme there are unspent funds which may have to be returned; this has been added to the expenditure budget. Otherwise, expenditure is in line with the agreed budget.

Budget for 2017/18	01/04/2017	18/08/2017	31/03/2018
Account balances	73,485.54	86,365.70	86,365.70
Subscriptions	28,000.00	11,525.44	16,474.56
Donations	24,000.00	11,370.38	12,629.62
Explore Rowing	4,000.00	1,944.00	2,056.00
Junior activities	2,500.00	3,105.00	-605.00
Events	5,000.00	-546.85	5,546.85
Use of facilities	6,000.00	3,947.00	2,053.00
Debtor/Creditors	3,059.68	1,763.94	1,763.94
Total	146,045.22		126,284.67
Running costs	25,000.00	14,986.83	10,013.17
GBL charges	14,000.00		14,000.00
Incorporation costs	5,000.00		5,000.00
Property Maintenance	1,250.00	262.05	987.95
Coaching Courses	1,500.00	0.00	1,500.00
Rowability	3,500.00	0.00	3,500.00
Equipment Maintenance	10,000.00	2,994.41	7,005.59
Total running costs	60,250.00		42,006.71
Contingency (50% RCs)	30,125.00		30,125.00
12-month advance payment to GBL	14,000.00		14,000.00
Provision for dilapidation charges	20,000.00		20,000.00
Surplus (for new equipment)	21,670.22		20,152.96

The budget shows a healthy surplus and that will improve when the Club is no longer paying to run 2 boathouses. There is a slow trend towards members declining to pay the full suggested donation element of their subscriptions. This will adversely affect the surplus but might also indicate that, if there were a proposal to increase subscription rates, there would be resistance among members – either direct opposition or by declining to increase their monthly payment and so reducing the amount of donation that they make. **It is recommended that** no increase is proposed and that next year's Committee concentrates on tackling the issues that are causing unhappiness among members.

Membership

Proposed new members:

Junior: Todd Rothwell

There are 3 people entered for Gloucester Regatta who have not completed membership forms and/or paid any subscription. Others have race fees debts of over £10 from several weeks or months ago and/or are more than month in arrears with their subs payments. **It is recommended that** none of these be allowed to race unless forms are completed and payments made as appropriate.

Development

Racking has been completed but there are some adjustments that need to be done in the next couple of weeks. Some boat moving will also be required to get boats on their allocated racks. Oar racks should be installed in w/c 28/8.

The GRC/GCC working party has nearly finished decorating the ground floor toilets and showers. Work on the permanent water connection has been started. Work on the temporary level 1 fit out is also underway. These will all be finished before the regatta. It is not planned to use the toilets / showers for the regatta but they should be available if needed.

The new boathouse was broken into by forcing the key safe. Additional security measures, for example CCTV, are under consideration.

It will no longer be possible to use a key safe to provide easy access to the boathouse for users. Because of this, Gloucester Boathouse Ltd is willing to consider relaxing the limit on the number of keys in circulation. Organisations wishing to have more keys will be liable for the consequences of any of those keys being lost or stolen. **The Committee is asked to decide** how it wishes to make access available to Club members, particularly those paying to house private boats, and what liability they will pass to any key holders.

Operation of the new boathouse will be co-ordinated by a User Committee with representatives from each user organisation. The Terms of Reference for the User Committee are [here](#). The GRC representative will be expected to be empowered to contribute to decisions that will be binding on the Club. The first meeting of the User Committee will be in early October. Before then, **the Committee will need to decide** who will represent the Club.

The next stage of development will be to build the main changing rooms on level 1. It will cost about £130K and GBL expects to be able to raise about two thirds of that from local businesses. There will be some opportunities to use contacts to get donations of time and/or materials for some work packages to reduce the overall cost but that will leave some additional fundraising to be done.

In addition, Sport England has retained £15K of its grant until the changing rooms have been built. If that work is not completed by 31/3/18, that money will almost certainly be lost. The project cannot afford to lose that money, so a concerted fund-raising effort is required over the next few months.

We now have a clearer idea of what work needs to be done to complete the changing rooms and where we might seek help from local businesses. A summary of what is required will be presented at the AGM and circulated to members and all other boathouse users by email.

6. Safety Advisors Report

No report.

7. Safeguarding

Information data security regulations will be changing. This will probably include how and why we store individuals' data – e.g. telephone numbers, email addresses etc. This will also cover parental consents regarding Junior Members.

We need to be open about this and we will need a Data Protection Policy. These changes are due to be implemented by Government in May 2018.

Complaints being received have gone down.

8. Regatta

Jobs Rota – poor response from the membership with people racing advising they are unable to help when they are not racing. Members not able to arrange their own cover. This is creating more and more work and frustration for Lydia.

Kitchen Equipment – Sue to organise table clothes. Food preparation is on target.

Umpires – We are tight for numbers on Saturday. Sunday we have enough.

BBQ gazebo – Tony Markey has offered to provide his.

Commentators tower – believe this is in hand.

9. Recent Break ins and Club Security

Break-ins at the Bristol Road site (twice) and the Dave Hook Way site (once) in the last 6 weeks. GBL will be installing CCTV at the new site. The old site it was decided that we wouldn't install CCTV. There are too many access points. Hopefully the offenders have seen that we have very little of value and will not return.

10. Relations with other organisations

a. Hartpury

The J16 programme will initially be an indoor rowing programme, but will eventually feed through to the Wet and Dry Start programmes. Hartpury have brought in more coaching staff to run this initiative, as well as restructuring their College and University programmes. Fees payable by Hartpury – discussion held and it was agreed that Committee would be happy with Hartpury's offer to pay membership at 2/3rds full student membership – i.e. £12.00 per month instead of £18.00.

b. University of Gloucestershire

Rowing Committee had a number of suggestions to make to the agreement. Scott has yet to respond to the University with this formally. We think it would be a good idea to have a member on Rowing Committee.

c. Royal Agricultural University

The RAU are looking to move from Swindon RC and would like to be based at Gloucester RC for the coming season. The RAU were previously based at GRC a few years ago and had a user agreement with GRC.

Term begins at the start of October.

Membership

Last season the RAU had a squad of 8-10 core members and a further 5-7 recreational members. The expectation is that there may be an increase on this at the start of term but would settle to similar numbers as last season.

The RAU paid Swindon on a termly basis and are happy to either continue this or pay monthly.

Training

At Swindon the RAU were training on Monday mornings, Wednesday afternoons, Saturday afternoons and Sunday mornings. The Wednesday afternoon session is the RAU's sports afternoon and this session is popular with the recreational members, so the whole squad usually attends. The Saturday afternoon is their second most popular session. The RAU are willing to be flexible with all session times. They would like to keep a Wednesday afternoon and Saturday afternoon sessions but can be flexible on exact timings to avoid clashes with other groups.

Equipment

The RAU own one coxed four. Would need to use GRC equipment for other crews.

Due to the small number of members they use smaller boats (1x, 2-, 2x, 4x, 4+).

It may be worth exploring whether GRC would have access to the RAU 4+.

Potential Issues/Questions

- Equipment and training times clashing with GRC and other groups.
- Would Hartpury like to involve the RAU athletes in their 18+ group?
- Storage of the RAU 4+, in GRC or GBL boathouse? If in GBL would this take up a GRC rack? Would this be agreeable if the RAU 4+ was available for GRC use?

11. AGM

18th September 2017 at 7.30pm. It would be nice to hold this at GBL.

Normal reports, from:

Chair;

Captain (possibly a report from RC, but not voted on);

Treasurer;

Secretary.

Tom Pattichis to be given 10 minutes to discuss Hartpury and being a part of GRC.

New Boathouse – we should be asking for questions, what do the members want to know? Will need to be time limited. We could provide information beforehand – for example what is left to do, and financial implications.

Incorporation – Needs to be introduced to the membership and to ask for volunteers to help with the process. Stephen to draft and circulate.

Rule Changes – none identified as yet.

Membership Fees – to remain the same.

Elections – Beth Rodford and Tony Markey were both elected for 3 years. We are two years into their terms. Normal Elections for other roles to be conducted.

12. AOB

a. Complaints

If the Club Rules or Codes of Conduct are breached we need to implement a robust way of dealing with the person concerned. We should be able to protect others from any aspect of unwanted behavior.

What sanction do we use? The options are: Temporary suspension of Membership; Restricting use of Club facilities or times of access; or an outright removal of Membership.

Any decision has to be a Committee wide resolution rather than that of an individual.

b. Private boat owner instructions for accessing new site

Please refer to the emails Stephen has previously sent out.

c. Communications

Matt and Sophie Jones have offered to help Ben with the communications plan.

d. Refreshments at AGM

Agreed that pizzas from Sainsburys should be obtained. Scott to organise.

Meeting closed 2130hrs.

Next meeting AGM 18th September 2017.