

# Gloucester Rowing Club Committee Meeting

## 7.30pm Monday 13<sup>th</sup> November 2017

### Minutes

Present: Sandra Burne, Stephen Rose, Robert Dibley, Margaret Hamilton, Keren Holland, Sue Jones, Clive Pendry, India Jayne Jeffrey, Scott Carpenter

#### 1. Apologies

Carrie Talbot, Chris Widden.

#### 2. Minutes of Committee Meeting 2<sup>nd</sup> October 2017

Approved.

#### 3. Action points arising

- a. Safeguarding and Committee members; Carrie, Chris and Sandra to complete.
- b. Launch driving; debate on what club will pay- training budget. Training budget will be under pressure as there are a number wanting to coach. Club pays for half. Coaches pay up front then reimbursed each time they coached. Tried other ways. 50 % reasonable? Wider discussion over coaching. Discussion over general return on investment. Expectation that coaching for club. Show of hands from Committee with all in favour for 50% contribution from GRC towards Coaching and launch drivers' qualifications.
- c. Fundraising – standard agenda item; discussion over having a club pitch at the car boot sale. Need to find people who will act as coordinators to make this likely to happen. What happens to the money raised? Emphasis on the new Clubhouse rather than the membership? To be carried forward. Morale of the club to be a separate agenda item. Wider issue of respect for each other. Discussion via email. Schedule time for the next meeting as well.
- d. Roles and Responsibilities; events Secretary looking further ahead. Defer this to next time. Tie in with Event Committee.
- e. UoG agreement; issue over boats allowed to use. Typo on timing - 7am to 9pm rather than 9am.
- f. RAU agreement; has not been finalised yet but Robert is using the UoG template.
- g. Boat operators of "Glevum" and "Badger"; Especially with Ben's recent incident. Sandra and Clive to speak and decide how take forward.

- h. Life Jackets; who to contact if used. Clive to take forward.
- i. Data holders to email Keren with current practices; data protection Keren has Squad leaders and coaches. Types of data personal data, and sensitive data. Personal data includes email addresses. Sensitive data includes health data. Need to be cleansing data on regular basis. Ongoing.
- j. CLC and seat pricing for use of boats; agreement has been made that this academic year the seat charge is £2.50 per session. Other uses are charged £10 per seat per session. Next time we may look at bringing prices in line with other uses. Bring up in the spring. Advise them by Easter? £5 per person per day as a user charge.
- k. Junior Coordinator: Robert is currently the JC, but does not represent them at Rowing Committee. Sue / Steve to represent them at Rowing Committee rather than Robert.
- l. Safety manual handling of high boats. Chris to look into this.
- m. Defibrillators – Chris to look into this.
- n. First Aid – Keren has made a start on a GRC Policy document.
- o. Coxing - pushed to Rowing Committee to follow up.
- p. Hartpury Logo is wrong on the website - Robert will correct it.

#### **4. Chair's Report**

Since the last committee meeting we have had the Autumn Head, which was organised very effectively by Karen Goodwin, and I would like to offer my thanks to Karen for taking this on. This has however highlighted again the need for a broader setup to take on this workload of running events. This is an item on the agenda for tonight's meeting so I won't add more detail here, but suffice to say that things are happening in the background with this in mind.

In addition there was a second maintenance and moving day, which successfully transferred a great deal more equipment to the new boathouse, and rearranged many of the boats to more suitable locations.

I would particularly like to give my thanks to Gerry Jones and Tom Pattichis for their hard work in organising this, but also to all the members who helped on the day.

More work still needs to be done of course, but it is important to recognise that things are moving on in some areas even if there are other things we have to wait for.

I am conscious that we are now at a point where the club members are starting to notice that we do not have money to spend on more boats, at a time when there are more sessions taking place each week and as a result more wear and tear on the boats we have, so I think

moving forward we will need to choose a careful balance between spending on the new boathouse and on new equipment. Both obviously benefit us, but the benefits on new equipment are somewhat more specifically a benefit to GRC, and so it is understandable that members are more focused on this area.

Our next meeting is not until after Christmas, so can I take this opportunity to pre-emptively wish everyone a Merry Christmas and Happy New Year!

## 5. Captain's Report

### Unauthorised use of boats

Dave Hook was used by UoG and Hartpury under the supervision of Will King. This is being looked into and guidance will be issued. There is an information gap between GRC, UoG and Hartpury: Will King didn't know what boats UoG had been assigned and that Dave Hook has been reserved for the top women's crew (nothing on the boat booking spreadsheet). This is likely to be resolved within a week.

My boat, racked at the old boathouse, has been tampered with. I don't want to point the finger of blame on anyone yet. This is being investigated.

### Composite crews

Pls can I have some clarification about GRC's approach to composite crews. There have been several crews recently that could be described as composite and I'd like to know what powers I have to allow or veto the crew lists.

Competition	Fours, Head Of The River								
Date	12-Nov-17								
Crew ID	Crew Name	Event ID	Event Identif	Person Name	Seat Price	Paid	Composite C	Crew Status	GRC member
<a href="#">1027046</a>	GLR-COTTRILL	114333	W 4+	Jenny Hornsby	£15.00	Y	GLR	Accepted	n
<a href="#">1027046</a>	GLR-COTTRILL	114333	W 4+	Naomi Ellis	£15.00	Y	GLR	Accepted	y
<a href="#">1027046</a>	GLR-COTTRILL	114333	W 4+	Melanie Parker	£15.00	Y	GLR	Accepted	y
<a href="#">1027046</a>	GLR-COTTRILL	114333	W 4+	Zara Cottrill	£15.00	Y	GLR	Accepted	y
<a href="#">1027046</a>	GLR-COTTRILL	114333	W 4+	Michael Hobley	(cox)	Y	GLR	Accepted	n
Crew ID	Crew Name	Event ID	Event Identif	Person Name	Seat Price	Paid	Composite C	Crew Status	Division
<a href="#">596268</a>	GLR-Cottrill	580616	W.MasB.4+	Janet Godsell	£13.50	Y		Accepted	y
<a href="#">596268</a>	GLR-Cottrill	580616	W.MasB.4+	G Jones	£13.50	Y		Accepted	y
<a href="#">596268</a>	GLR-Cottrill	580616	W.MasB.4+	Melanie Parker	£13.50	Y		Accepted	y
<a href="#">596268</a>	GLR-Cottrill	580616	W.MasB.4+	Zara Cottrill	£13.50	Y		Accepted	y
<a href="#">596268</a>	GLR-Cottrill	580616	W.MasB.4+	Anna Kotova	(cox)	Y		Accepted	n
<a href="#">596633</a>	GLR-Hackett	580655	MasF.4x-	Sean Hackett	£13.50	Y		Accepted	y
<a href="#">596633</a>	GLR-Hackett	580655	MasF.4x-	Ted Wichelo	£13.50	Y		Accepted	y
<a href="#">596633</a>	GLR-Hackett	580655	MasF.4x-	Jonathan Pearson	£13.50	Y		Accepted	y
<a href="#">596633</a>	GLR-Hackett	580655	MasF.4x-	Mark Warren Venn	£13.50	Y		Accepted	y
<a href="#">596270</a>	GLR-Harcourt	580654	MasD.4+	Andrew Jones	£13.50	Y		Accepted	y
<a href="#">596270</a>	GLR-Harcourt	580654	MasD.4+	Scott Carpenter	£13.50	Y		Accepted	y
<a href="#">596270</a>	GLR-Harcourt	580654	MasD.4+	Will Felgate	£13.50	Y		Accepted	y
<a href="#">596270</a>	GLR-Harcourt	580654	MasD.4+	William Harcourt	£13.50	Y		Accepted	y
<a href="#">596270</a>	GLR-Harcourt	580654	MasD.4+	Heather Foister	(cox)	Y		Accepted	n

I didn't receive any requests for composite crews for these events and I don't recall seeing any emails circulating to the squads asking for coxes/rowers from squads.

IJ asked me for permission to form a composite crew with Mortlake and Wycliffe. I agreed - perhaps I should have asked the Committee first.

### Damage equipment

Boat name	Description
Dave Hook	Sustained a broken fin/rudder when the crew was boating up at Fours head. The cox (non-GRC - see note about composite crews) hadn't noticed that there was a step below the boat. Zara is going to order the parts.
Cat launch	Broken steering - Phil Cheeseman is progressing this via our neighbouring boat yard. Parts have been ordered but won't be available for a week.
Ergs on old site	Several broken ergs. To be repaired in the next few weeks.
Skinny launch trailer	Tires have puncture - needs investigation

### Keys to new boathouse and site

Access to the building has improved to some extent because more people have boat bay door keys and I have my own set (it has 3 keys to the building (boatbay side door, loo, 1st floor) but not a Hempsted Meadows gate key). Certain people, other than private boat owners, now also have a boat bay door key - these are committee members and coaches who are likely to need to go into the new boathouse outside of core hours. Unfortunately, the set of keys, which went missing on 30th Sept, have not reappeared.

We now have 1 keyholder (me) for the full set (minus the Hempsted Meadows gate key). The 2nd GRC set is in the outside key safe at the old site. On the evening of Friday 10th Nov, I discovered that the keys were missing from the old site key safe and the new boathouse wasn't illuminated so I assumed that they keys had been taken home accidentally or stolen. Early the next morning, I found the keys under

some rubbish on the ground by the men's changing room. I returned them to the keysafe.

I suggest that we remove the keys from the old site keysafe, choose a 2nd keyholder for that set, and offer GBL the use of our outside keysafe for an 'in case of emergencies' set. We would then have 2 keyholders for the new building.

**Not discussed – lack of time**

### **Camp requests from clubs**

There have now been 2 requests for camps: Lincoln College, Oxford, and Nottingham and Union. The options are:

- Use the old site - GRC decides the terms of the arrangement and receives the day use fees. We'll probably be able to offer inside racking.
- Use the new site - Various possibilities depending on who is the initial contact. The visiting clubs will have to store their boats on trestles on the grass.

So far, the clubs find the old site option better than the new because of the possibility of inside racking.

**Tom Pattichis is now the lead on these, to liaise with Sandra**

### **Gym equipment**

CLC were donating old gym equipment as part of the sports centre redevelopment. Jonny Anderson, a Junior parent, offered the use of his trailer and over the course of 2 evenings and a team of volunteers, we were able to move the equipment. We now have 4 sets of lockers, 2 cross trainers, 1 recumbent bike, some steppers, some mats, and assorted hand weights. The lockers take the old £1 coin and are probably not worth refitting to take the new £1 coin but tokens can be purchased for 40p. IJ has been working hard to find a space to create a mini-gym in addition to the ergs room.

I suggest asking GBL if there's space on the 1st floor for half of the lockers.

**Not discussed – lack of time**

### **Safety**

I have heard of numerous capsizes through word of mouth. I suspect that they're not all being reported. We don't have an incident book in the new site.

There has been another incident with Gloucester Narrowboat company. Pls can I have advice on how to progress this.

**Clive and Sandra to report to CRT**

## Duplicate GLR registrations

Pls can I have advice on how to deal with duplicate GLR registration. I've started writing up notes on all the private boats in both the old and new sites and discovered 2 boats with GLR122. This is in addition to the 2 boats with GLR 222 that has been known about for some time.

**Not discussed – deferred.**

## 6. Treasurer's Report

Following discussion at the last meeting, the account signatories are now Stephen Rose, Scott Carpenter, Robert Dibley; each will have online banking access.

Profit from the Autumn Head should be similar to 2016 (£2000). Income from entry fees were down but use of the new boathouse allowed some cost savings and food takings were over £1000 against a previous best of £750.

At the end of October, income and expenditure were both slightly ahead of projection but the projected surplus remained about the same. Expenditure on new equipment is £5800 over budget and unplanned expenditure on cupboards and shelving for the new boathouse has cost about £1000. If there is no further unforeseen expenditure and the Spring Head is as successful as in previous years, the deficit on the equipment budget should be cleared by the end of the financial year.

There is £5650 left in the boat maintenance budget to be spent at the Captain's discretion.

In previous years, the Club has had a Debit Card in the name of the Captain; it is possible to name other authorised users, but this was not done in the past. The card was mainly used for paying race entry fees. Fees are currently being paid by the Treasurer using his own credit card and then are claimed back. **The Committee is asked to approve the Treasurer applying for a Debit Card and consider whether there should be any other authorised users.**

**Not discussed – lack of time**

### Membership

Proposed new members:

Senior: Fiona Crowley, Janet Godsell.

Junior: Angus May, Julia Kalap, Felicity Townend, Elizabeth Welch

Temporary: Andrew Blackmore, Ide McEnery, Rob Hendy, Camilla Craig, Hannah Hayward, Susan Matthai, Rachel Clements, Louisa Marshall, Sophie Ollin, Sarah

Blake, Matilde Spyvee, Ruth Jackson, Helen Bridger, Leanne Potente, Suzanne Keogh, Paul Mainstone, Clare Smart, Nigel McMahon.

## **Development**

The Club has different charges for accessible racks and inaccessible (roof) storage but GBL charges the same price for all internal racks in the new boathouse. The uniform charge makes little difference to the 3 main users who each have a mix of high and low racks but does affect private boat owners.

The Club chose to charge all private boat owners the same and for that reason they were all given easily accessible racks. The consequence is that the Club is left with the higher racks for its own sculling boats. Members have identified that there are a (small) number of private boats that are never taken out but are on accessible racks. **Should the Club offer an incentive (reduced fee) to the owners to have their boats stored on a higher rack?**

## **Not discussed – lack of time**

The full annual fee for storing a 1x is £180 and for a 2x/2- is £270 but a reduction of £80 was agreed for private owners in recognition of the contribution to GBL running costs made through subscription payments. The fees for external racks is £54 for a 1x and £90 for a 2x/2- and an £80 reduction does not make sense in these cases. A pro rata reduction would give fees of £30 and £60 compared to £36 for an external rack at the old boathouse. **What fee should private boat owners be charged for external GBL racks?**

## **Not discussed – lack of time**

Gerry Jones has asked if she can move her boat to a different rack. It has been suggested that she approaches the other private boat owner and negotiates a swap but she has asked for the Committee to formally consider her request.

Relevant extracts from emails are:

### **Email 1 from Gerry Jones:**

“Please may I request a change of rack for my private single in the new boat house. If possible I would like an equivalent location to where it was racked in the old boat house so at the back and about shoulder height - second rack up. So above where Bex's boat is currently sitting in the new site.

This would enable me to get my boat out myself which would be really helpful as I use it several times a week.”

**Email 2 from Gerry Jones:**

“I just thought rack allocation in equivalent or near equivalent locations access wise from old to new would seem fair?”

**Reply email from Stephen Rose:**

“It is nearly 3 months since the allocation was made and yours is the first comment on it that I have received.

I don't think that location of racks in the old boathouse is relevant to the new boathouse; I did not take that into account (or know what racks people had in the old boathouse).

There were only 2 principles that I applied when allocating racks:

Unlike the old boathouse, the rents for all racks is the same regardless of how boat owners use them. For that reason, all private owners were given accessible racks i.e. they should not need ladders to get to their boats.

I also tried to allocate the higher racks to taller people.

I can see that because of the way the boats overlap, boats on the rear racks will be easier to access than on the other racks. I don't see any reason why some private owners should have a stronger claim to those racks than others. At this late stage, I am not going to change the allocation.

If you think I am wrong, then you will need to make a case for the Club Committee to consider. “

**Email 3 from Gerry Jones:**

“Thanks for making the racking allocation criteria clear - that's really helpful.

If possible I would like to request a change of rack as set out in my email below if that's OK?

I think frequency of use of boat should also have a bearing on rack allocation. As I am one of the few owners of a private sculling boat who is out multiple times most weeks/weekends it would make a big difference to my use of the new boat house facility if I were to be allocated a rack in an equivalent location to the one I was occupying in the old boat house.

If the committee could consider my request at the next meeting that would be much appreciated.”

**What response would the Committee like to make to Gerry's request?**

**Scott to respond on behalf of the Committee.**

## **7. Safety**

No incidents reported.

Safety audit is due shortly and Clive will need assistance in completing this.

## **8. Welfare**

Can we make an amendment to the complaints procedure regarding timescale by inserting a new sentence about responding within 7 days in a courteous manner? This was considered to be reasonable. Time scale can't be put on the whole process but at least a response can be made. Margaret will look at the complaints procedure and liaise with Keren.

First Aid Policy

Do we want nominated first aiders? For example Coaches or individual members.

**Not discussed – lack of time**

Do we want a Defibrillator? How will we fund the purchase of a Defibrillator, can we seek part funding from WAGS?

**Chris Widden to undertake some fact finding into costs and grants**

We will need display boards at new site.

Keren has approached the Fire Service first responders to see if they are able to give us a demonstration of their capabilities and to see what they need from us.

## **9. Events Committee**

Running events is getting to be too much for one person and Karen Goodwin wants to step back from the full role. The work to be done could be split into several roles:

- Communication (licenses: CRT, bridgekeepers, council, market, fishing, barge arm narrowboats, Elgar Etc)
- Rota
- Infrastructure (Site preparation: landing stages, signs, toilets, rubbish etc)
- Rowing (Poster, Broe2, draw, results)

- Food
- Umpires/Race Committee (must be an umpire)
- Safety
- Welfare
- Sponsorship (regatta only)

Karen has been doing the first 4 roles and co-ordinating amongst the people doing the other roles. She might be willing to continue the 'rowing' role.

To be able to organise and run the Spring Head and future events, we need to identify people to take on these roles and one of them or somebody else to act as co-ordinator. Ideally, we would have 2 people for each role to provide back up and continuity when somebody steps down.

## **10. WAGS AGM**

WAGS and the RUC would like to hold meetings at the new boathouse but do not have funds to pay the GBL hire charges. A discussion will need to be held between GBL and the Rowing users about how the charges will be met if meetings are to be held in Gloucester.

This year's WAGS AGM is to be held at Avon County on Sunday 26 November at 1330.

Apart from the routine WAGS business, there will be an election for a new Chairman and Deputy Chairman.

Other items for discussion are:

Clubs and British Rowing – the way forward. Update and discussion led by Phil Hornsey, Director for Membership and Clubs at British Rowing

WAGS Region's online presence

New Competition System

**Who will represent the Club and does the Committee have any input to these items?**

## **11. MacMillan Cancer Coracle Event**

The event is proposed for Friday 13<sup>th</sup> July 2018. MacMillan would like the Club to provide 2 manned safety boats and people to man a bar or a BBQ the profits of which would go to the Club.

**Can the Committee confirm that the Club will support this? Can we find somebody to take the lead on working with the organisers?**

**Agreed we would support this event – Yet to find a lead**

## **12. CRT Licensing Survey**

CRT has been running an exercise to gather views on boat licencing, they are now on phase 3 which is a survey of current users' views on proposed changes to the licencing system. See <https://canalrivertrust.org.uk/national-consultations> for a summary of what has been done so far and an outline of the proposals.

The review is focused on "leisure licences" which are primarily for privately owned powered craft. It has some relevance for the Club as we buy a number of leisure licences based on the maximum number of boats we have on the water at any time; this is currently set at 20 boats but that may no longer be realistic. The alternative would be to licence every boat that we own under the club licence scheme: <https://canalrivertrust.org.uk/business-and-trade/boating-business/starting-or-expanding-a-boating-business/club-boats>.

Other rowing clubs pay for licences under a variety of schemes / concessions and some have never paid for licences. There was an attempt by British Rowing to agree a uniform licencing scheme with CRT but it appears that talks have been suspended and BR are in no hurry to restart them because they fear that too many clubs would end up worse off under a new scheme.

The current CRT review is aimed at keeping the Trust's income about the same but to spread the load more fairly. The biggest proposed change appears to be to add a surcharge to licences for wider boats which would not affect the Club.

Last year, the 20 licences cost £610 and cover all boats using the 2 boathouses. Licencing boats individually would cost the Club £15.65 each. With about 46 boats the total cost for the Club would be about £720; private boat owners, CLC and Hartpury would have to licence their own boats.

CRT require that GBL submits (by 31/03/17) an operational plan covering all new boathouse users. Within that all users must declare how many boats they will have on the water during a typical week. Once the returns are made, it may no longer be tenable to claim that no more than 20 boats are on the water at one time. That may be the trigger for moving to the Club licencing scheme.

### **13. New Boathouse – accessibility**

**Not Discussed – time limitations.**

### **14. Bristol Road Lease**

The move to the new boathouse has been made quicker than expected; there are several issues to resolve but these should take months not years to sort out.

While the old boathouse is retained, uses will be found for it but, at a cost of about £11K per annum, the Committee should maintain a view on whether that is the best way to spend that money.

There is potential for dilapidation charges to be significant and £40K has been set aside for this purpose with the intention of adding £20K for each of the next 3 years. Early discussions with CRT would help determine the likely charges and make it possible to make informed plans for new equipment purchases, payment of boatmen and coaches etc.

The existence of the lease adds complication to the process of incorporating the Club. The cost of transferring the lease to the new legal entity will be hard to justify given the length of lease remaining.

CRT may not be willing to discuss terminating the lease early but, if they were, it would take several months to reach an agreed position. If that were not advantageous to the Club, it would still be possible to decline and revert to letting the lease expire naturally. Any proposal to proceed with early surrender should be first discussed at a General Meeting of the Club.

**Should the Club ask CRT if they would be willing to discuss early surrender of the lease? If so, when should we start?**

**Not discussed – time limitations.**

### **15. Recruitment and Retention**

Morale. **Not discussed – time limitations.**

**16. Rowing Committee, spare parts, cannibalising boats, unauthorised use of private boats, repairs.**

**Not discussed – time limitations.**

## **17. AOB**

Club forward plan 2013 - 2018 will we look at it, or leave it and develop one later.  
Robert to review

Keren needs list of coaches for club mark.

2225 Meeting closed.