



Stourport Boat Club Management Committee MEETING MINUTES



Date	6 Aug 2024	Location	SBC Club Room
Time	7pm		
Committee	Sara Peace (SP) Bob Jones (BJ) Jane Palmer (JP) Luke Barnett (LB) Liz Danby (LD) Jimmy Watson (JW) Nic Danby (ND) Mark Appleton (MA)		
Copied		Captain	Stew Barnett (SB)

Item	Header	Notes	Lead
1	Apologies	Stew Barnett (SB)	All
3	Welcome / Guests	-	-
4	Previous Minutes	Minutes of previous meeting approved.	All
5	Outstanding Actions	Ongoing	All

5. Management Matters

5a	Membership Report	<p>Membership</p> <ul style="list-style-type: none"> Club currently at 125 members – a big step up from this time last year In July 10 new members <p>Club Hub System</p> <ul style="list-style-type: none"> We are trying out ‘Spond’ as an alternative system – Stourport Rugby Club uses it and say it is a very good system We can run a secure membership database free of charge Go Cardless <ul style="list-style-type: none"> Currently we use go cardless via British rowing meaning BR and GoCardless both take a % of every membership transaction By signing up with GoCardless directly, % per transfer will be much less Also, with current system the membership reporting is obscure and inaccurate LD – Are we happy for the club to transition on to Spond? Committee agrees Action: LD to effectively communicate the transition to membership <p>Fob System</p> <ul style="list-style-type: none"> There is a technical issue with the fob system LD unable to set up new fobs Action: LD speaking with Alarm 2000 to fix 	LD
5b	Finance Report	<p>Finance Report (up to the end of June)</p> <ul style="list-style-type: none"> Financial the club is looking pretty healthy VAT Returns – we are due £2400 back from tax This was due to larger purchases in the year including: 	MA



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		<ul style="list-style-type: none"> ○ Launch ○ Motor ○ (Truck was not VATable) ● Boat maintenance – minimal compared to previous years <ul style="list-style-type: none"> ○ MA has had invoices come in for July, although this is still minor ● Bar sales – there has been a huge increase <ul style="list-style-type: none"> ○ Bar has made net profit of over £1.8K in only a few months ● Membership fees – healthy figures ● Before the regatta we are £56K in the black <p>Regatta</p> <ul style="list-style-type: none"> ● Last year the SumUp machines stopped working due to a spend limit of £5K ● MA did some research, this is because they were not verified ● Action: MA- working on getting them verified ahead of the regatta ● If they get verified we wont have a limit 	
5c	Grounds & Maintenance	<ul style="list-style-type: none"> ● See Section 9c below 	All
5d	Bar / Social / Functions	<ul style="list-style-type: none"> ● Committee thanks Lee and all those supporting behind the bar for making it such as success ● Fantastic atmosphere in the bar ● The events like the paddle board and jacket potato evening have brought the club together and help ● Committee unanimously agree Lee and Co are doing a great job, as evidenced in the finance report 	All
5e	Social Media & Website	<p>Website</p> <ul style="list-style-type: none"> ● Updates have been made to the <ul style="list-style-type: none"> ○ Teams page updated ○ Safety plan updated <p>Group Photo</p> <ul style="list-style-type: none"> ● Fantastic getting the whole club together ● Looking to do this on annual basis ahead of the regatta ● Photos look great ● Action: JW looking to get the photos printed and framed and put on club wall <p>Social Media</p> <ul style="list-style-type: none"> ● JW has spoken with (redacted) and now has admin access to the FB page ● JW will now be able to remove any inappropriate content ● FB Connect seems to a success, making information easily distributed to the general membership <ul style="list-style-type: none"> ○ LD comments – we should make sure club notifications are also going out via email, as not all members are on Facebook 	JW



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		<ul style="list-style-type: none"> ○ Action: JW to send notifications via ND to send out to members via email too 	
5f	Trustee & Committee Communications	<ul style="list-style-type: none"> ● Ahead of the AGM and the next committee meeting, SP to meet with club trustees, Tim Haywood & Tony Gavin <ul style="list-style-type: none"> ○ SP to report on what's been going on over the last year and to address any questions trustees may have regarding key topics ○ This report to be done on annually, adding an extra level of accountability 	SP

6. Rowing Matters

6a	Captain's Report	<ul style="list-style-type: none"> ● SB send his apologies ● Report to done after the regatta 	SB
6b	Junior Rowing	<ul style="list-style-type: none"> ● No report 	All
6d	Coaching & Development	<ul style="list-style-type: none"> ● No report 	All
6e	Regatta planning	<ul style="list-style-type: none"> ● All going to plan ● Angling Association <ul style="list-style-type: none"> ○ There is no such body in Stourport, However Stu Peace has spoken to the Alcocks (Tackle Shop in York Street). ○ They will notify fisherman regarding the regatta. 	SP

7. Compliance Matters

7a	Health & safety (Including fire & river safety)	<p>Truck insurance</p> <ul style="list-style-type: none"> ● Current named drivers include: <ul style="list-style-type: none"> ○ Luke Barnett ○ Stew Barnett ○ Jimmy Watson ○ Jamie Wrafter ● LD adding: <ul style="list-style-type: none"> ○ Tim Dorrell ● LB currently adding names to insurance. Each amendment costs £50. Anyone else who should go on the insurance? <ul style="list-style-type: none"> ○ LB confirmed he has asked Ryan but he said he wouldn't want to go on it ○ SP volunteered to go on it <p>First Aid Certificates</p> <ul style="list-style-type: none"> ● LB has checked who are first aiders are any many of their certificates are out of date ● Action: LB to liaise with those members and arrange for the certificates to be renewed <p>Incidents</p>	LB
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		<ul style="list-style-type: none"> • A new member recently capsized in a single <ul style="list-style-type: none"> ○ Member has slight adaptive requirements ○ Feet were stuck inside shoes (feet were too big for shoes) ○ LB has emailing member asking for more details - awaiting report back from them ○ Action: LB sent out notification to membership regarding checking heel restraints before boating on. • Landing stage steering incident <ul style="list-style-type: none"> ○ New member nearly had a collision with another boat when coming back into landing stage ○ Action: LB to send out notification to all members reminding of the correct protocol when returning to the landing stage <ul style="list-style-type: none"> ▪ Go past the angel before turning ▪ Approach the club on the town side and wait until it is safe to cross before landing <p>Policy Amendment</p> <ul style="list-style-type: none"> • British Rowing have issued a statement on how to handle anti-social behaviour <ul style="list-style-type: none"> ○ LB to incorporate similar wording into SBC policy <p>Capsize Drill</p> <ul style="list-style-type: none"> • LB got costs - £150 to do it at King Charles pool • All new members must do it • Existing members would be welcome for a re-fresh <ul style="list-style-type: none"> ○ BR policy – “Stay afloat and stay with the boat” • Committee agrees capsize drill should be done • LD suggests – would it be worth doing it a Top Barn, to simulate more realistic conditions? • LB – to look at options 	
7c	Welfare	<p>Anti-Bullying Policy</p> <ul style="list-style-type: none"> • JP currently reviewing our existing Anti-Bullying policy • JP has reviewed British Rowing’s Anti-Bullying policy • The new SBC anti-bullying policy is to be put on the website and on noticeboards • New Anti-Bullying policy to be featured in introductory packs for new members • By being a member of SBC, all members agree to adhering to the anti-bullying policy • Consequences of failing to comply will be clearly outlined in the new anti-bullying policy 	JP



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		<p>DBS Checks & Safeguarding Training</p> <ul style="list-style-type: none"> • JP found that many of the club's members that are thought to have had DBS, their certificates have expired • Action: JP speaking with those individuals to ensure their DBS check are renewed • For the regatta, JP will be the event welfare officer. Those members with valid DBS checks, including Jane Ryman, Liz Danby and Ben Palmer will be deputized if JP is otherwise engaged. • Many safeguarding certificates are also out of date • Action: JP to speak with key members to organise safeguarding training 	
8	Secretariat	<p>AGM</p> <ul style="list-style-type: none"> • Proposed date – Sunday 29th September at 10:30 am • Action: ND to communicate with the membership to save the date • Ahead of next committee meeting – SP to speak with trustees and get a report <p>Constitution Amendment</p> <ul style="list-style-type: none"> • LB suggests – amending the wording of the constitution that enables the committee to explicitly vote on items via electronic communication. • Committee agrees, some of the wording is quite out of date and needs to be brought into the 21st century • Action: LB to compose wording to amend that section of the constitution <ul style="list-style-type: none"> ○ Amendments to voted on by membership at upcoming AGM <p>Club Hub</p> <ul style="list-style-type: none"> • JP mentions – much of the documentation on Club Hub is out of date and needs archiving • Committee to review documentation on Club Hub to re-organise 	ND

9 AOB			
9a	Succession Planning	<ul style="list-style-type: none"> • Action: Everyone who has a committee role to write down what their roles and responsibilities are ahead of the next AGM • This is to make transition for members taking on that role much smoother • Action: LB/SP to share template for people to work to 	SB
9b	Boatman Wages	<ul style="list-style-type: none"> • SB has requested an increase on monthly wages from £150/month to £300/month • MA said – since SB has done the boat maintenance, the club has saved roughly £2K on maintenance 	SB



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		<ul style="list-style-type: none"> • Action: For transparency's sake, SB to produce monthly report regarding what fleet maintenance has been done and is due to be done • Committee to discuss the report at next meeting to vote on 	
9c	Club Maintenance	<ul style="list-style-type: none"> • Committee to advertise for Club Maintenance Committee Member • LB has created an action list of maintenance items to be addressed, including: <ul style="list-style-type: none"> ○ Outside wall rendering ○ Door frames need sanding and painting ○ Men's toilet door falling apart ○ Sculling shed fire door ○ Kitchen ceiling ○ Men's downstairs toilets – tiles adrift & wooden benches to be fixed ○ Stair treads giving away ○ Fire escape stair rail adrift (left side) ○ Erosion of bank (in front of scullers shed) • New maintenance member to manage this list and organise • After the regatta, work party to be organised asking for members help to work on items <ul style="list-style-type: none"> ○ Action: ND to produce notification to members regarding a work party and items to be done • ND suggests – would it be worth asking someone like (redacted) to quote us on doing bits and pieces around the club? • SP – would be worth seeing what we could do ourselves before getting a professional 	JW
9d	Launch Driver Training	<ul style="list-style-type: none"> • Prioritised members <ul style="list-style-type: none"> ○ Ben Palmer ○ Little Stu • LD and JW willing to pay for the course themselves • Date to be set based on Ben and Stu's availability • Action: LB to speak to Ben and Stu regarding their availability • Action: LD to speak with Rob Delehay (course provider) regarding his availability • The course is held over 2 weekends 	SB
	Mark Betson life membership	<ul style="list-style-type: none"> • We have spoken to Mark about it - he has confirmed he would agree to being a life member • Action: ND to put on agenda for the AGM 	ND/SB
	Henley Row Past	<ul style="list-style-type: none"> • SP has review the package options <ul style="list-style-type: none"> ○ The middle tier option seems the most appropriate. ○ With that we get a lunch and a row past ○ Cost is roughly £90 pp 	SP



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		<ul style="list-style-type: none"> ○ Lunch is included ○ Steward enclosure tickets included ● 150 Year Subcommittee <ul style="list-style-type: none"> ○ SP proposes in the next committee term we set up a sub committee to handle the 150 anniversary planning ○ Things to consider: <ul style="list-style-type: none"> ▪ When is the founding day/month of SBC? ▪ Existing and past members to be involved ▪ Commemorative regatta pots to feature it ▪ Printed t-shirts ▪ Sub-committee to consider how we are to celebrate the anniversary ▪ Action: SP to review deeds to confirm exact day and month we were established 	
	Pool table	<ul style="list-style-type: none"> ● Action: ND to confirm the exact specifications of the proposed pool table and how much we would charge per game ● Once confirm, committee to vote on it 	ND
	Junior Fundraiser fund	<ul style="list-style-type: none"> ● Juniors raised £1.3K with their charity ergo challenge ● They were looking to purchase a dynamic ergo ● Committee to match fund the money raised 	SP
	Signage	<ul style="list-style-type: none"> ● SP spotted people fishing on our landing stage ● Do we need more signs notifying people that it is private land and not to fish? ● LB – we do have signs, but we may require more obvious signs with a simple 'no fishing' message 	SP

10	Next Committee Meeting	Tuesday 17 th September at 19:00	All
10 a	AGM	Proposed date - Sunday 29 th September at 10:30	All