



Stourport Boat Club Management Committee MEETING MINUTES



Date	17 Sep 2024	Location	SBC Club Room
Time	7pm		
Committee	Sara Peace (SP) Bob Jones (BJ) Jane Palmer (JP) Liz Danby (LD) Jimmy Watson (JW) Nic Danby (ND) Mark Appleton (MA)		
Copied		Captain	Stew Barnett (SB)

Item	Header	Notes	Lead
1	Apologies	Luke Barnett (LB)	All
3	Welcome / Guests	-	-
4	Previous Minutes	Minutes of previous meeting approved.	All
5	Outstanding Actions	Alarm 2000 LD to speak to fix	All

5. Management Matters			
5a	Membership Report	<ul style="list-style-type: none"> • Spond <ul style="list-style-type: none"> ○ LD has transfered all Club Hub members onto Spond ○ Go Cardless through SBC has been set up on Spond ○ LD has trialed it with a couple of new members <ul style="list-style-type: none"> ▪ They said it was a sinch and easy to use and easy to do report ○ Go Cardless on Spond is free for first 90-days. <ul style="list-style-type: none"> ▪ Going forward GoCardless will be 1% + 20p per transaction but through Spond BR will not be taking a cut ○ Evaluation: Its easy to use and its cheaper ○ Action: LD to explain new system to the membership at AGM • AGM <ul style="list-style-type: none"> ○ Action: LD to report on forecast membership fees for this year and to send 	LD
5b	Finance Report	<ul style="list-style-type: none"> • Finance report (For the year ended 31 Mar 2024) <ul style="list-style-type: none"> ○ It shows we have had a deficit – this is due to depreciation (over 10 years) with new large equipment purchases ○ I Reality we have done much better ○ Current Assets <ul style="list-style-type: none"> ▪ Lower Stocks <ul style="list-style-type: none"> • This is due to the bar, during that period not active compared to previous years ○ Tangible Fixed Assets <ul style="list-style-type: none"> ▪ Property £64K ▪ Fixtures & Equipment (Boats, Vehicle, Trailers, etc) £302K ▪ Overall assets (because of depreciation) £108K 	MA



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		<ul style="list-style-type: none"> ○ Operating Income <ul style="list-style-type: none"> ▪ This is down due to the loss of 3 heads and lack of bar activity during that period. ▪ Membership income was also down ▪ Since March this trend has changed dramatically – Membership and Bar Activity has had a surge <ul style="list-style-type: none"> • Regatta raise £14,800 profit ○ Profitability <ul style="list-style-type: none"> ▪ Things that have impacted: <ul style="list-style-type: none"> • Grounds and maintenance £8K up • Boat maintenance £9.4K • Licenses and Subs up • Depreciation up by £2.5K (due to purchase of new boats) ○ Summary – there has been a swing of £47K – this is something we shouldn't be concerned with as the trend has changed significantly since March ○ Roughly £75 K in the bank ○ Forecast income <ul style="list-style-type: none"> ▪ We are due income from SHS <ul style="list-style-type: none"> • Action: SP to chase ▪ Eat Street Repeat – due to generate significant funds (hopefully this will go some way to cover the loss of the heads) ○ Contingency Fund – Minimum £30K held in bank • Shower Pump <ul style="list-style-type: none"> ○ SB asks if we were happy to pay the full amount? ○ MA confirms ○ This will hopefully help when it come to discussion with Swifts regarding sewerage pump • Action: Once MA has finalised report, ND to share with members ahead of AGM 	
5c	Grounds & Maintenance	<ul style="list-style-type: none"> • A spreadsheet is being updated • The person who will be taking the lead on this in the next term to coordinate action on these • JP – just to note if someone external is to lead on this welfare needs to be considered • MA – whoever take on this role to get VAT receipts so we can claim back • JW – people may think this role is too onerous <ul style="list-style-type: none"> ○ Action: SP to outline the role, explaining it's a coordinator role – the person is not expected to do it all themselves, simply manage efforts to fix the various issues. Once produced ND to 	All



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		circulate the job description to all members	
5d	Bar / Social / Functions	<ul style="list-style-type: none"> • MA – Bar is doing amazingly well – every single week we have money coming in. It’s been a massive increase from last year • Sum Up machines have also been a success – helped with separating income lines, providing more clarity. 	All
5e	Social Media & Website	<ul style="list-style-type: none"> • JW – the only frustration is the Facebook profile needs to change • Action: JW to looking into how to set up a new Facebook page. MA has a contact at work who might be able to assist with setup. <ul style="list-style-type: none"> ○ Note: Admins to be committee members, and to change as committee changes. 	JW
5f	Trustee & Committee Communications	<ul style="list-style-type: none"> • SP has met with the trustees. • Management report presented to them ahead of AGM 	SP

6. Rowing Matters

6a	Captain’s Report	<p>Captains Report September 2024</p> <p>As my Captaincy comes to an end I reflect on a very eventful year. I will remember it more for the fantastic support I received from all the members and the Committee rather than the amount of wins out on the water.</p> <p>Rowing was significantly impacted by the weather, we lost most of the head season. Both our Heads were cancelled. With the senior women still coached and supported I was keen to try and get the other squads strengthened.</p> <p>We soon were able to get a group of senior men regularly training through the winter and they were able to enter some quality events enjoy themselves and gain some valuable experience.</p> <p>But for me, a person always keen to make SBC a rowing force I have gained most pride from the tremendous club spirit that is so evident around the place.</p> <p>We clearly needed to recruit more members so a Junior initiative was set up with the high school I never had a problem getting volunteers to help with that. You know who you are and I cant thank you enough for all your help.</p> <p>A new learn to row course was also started and off the back of that we have been able to retain a group of people who have already contributed massively to the club, both rowing and socially.</p> <p>The bar has also been reestablished with all members being encouraged to go in there to socialize whenever they want, this really has transformed the club again the people stepped up and have made it a huge success. The Sunday sandwiches continue to go down well creating a nice opportunity for crews to critique their sessions and enjoy a bit of well-earned sustenance.</p>	SB
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		<p>We were able to buy a new launch enabling us to deliver more coaching sessions and provide all our own safety and marshaling at the regatta without the need to borrow any boats.</p> <p>The club truck finally bit the dust. We now have a Shogun all badged up and ready to take us to next seasons events.</p> <p>The lake Vyrnwy training camp was fun despite the accommodation the juniors had to endure everyone seemed to enjoy it.</p> <p>So we finished up with 40 wins as a club not bad considering the amount of cancelled events.</p> <p>Finally returning to my earlier point this year has been less about rowing and more about the people stepping up and making things happen. The Regatta was a great example of this everyone just got on with it from the brilliant bar to the great catering and the marshalling of the event. Everyone played their part and made it one of the best. We made a huge amount of money which will be invested into the club for new equipment and club improvements.</p> <p>So with the new season about to get underway and with winter training about to start SBC is in a good place I can't thank you all enough for your support. We have shown that with a strong committee and a great club spirit we can go from strength to strength. I am really looking forward to next season</p> <p>Stew</p>	
6b	Junior Rowing	<ul style="list-style-type: none"> • No report • Junior membership to go up to £315/year (10% increase) <ul style="list-style-type: none"> ○ To be discussed at AGM 	All
6c/d	Learn 2 Row and Coaching & Development	<ul style="list-style-type: none"> • Stu Campbell is doing a fantastic job – Committee thanks him for all his efforts. • The development squad have integrated really well into the club 	All
6e	Fleet Maintenance	<ul style="list-style-type: none"> • Fleet system (Bont) • The system is a clip in system – the idea being that members have their own set of shoes • In cases that people don't have their own shoes or forget them, there will be a basket of shoes members can pick from • Action: SB to mention it in his report at the AGM 	SB

7. Compliance Matters

7a	Health & safety (Including fire & river safety)	<ul style="list-style-type: none"> • Action - LB to provide update first aid training • Action – LB due to set date of capsiz drill 	All
7b	Insurance	<ul style="list-style-type: none"> • LB has been working on this in the background – he's managed to get us a deal with insurance. Only raising 	All



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		insurance by £500 – a great result, all things considered	
7c	Welfare	<ul style="list-style-type: none"> • Action: JP to liaise with Tim D, Stew B, SP, Lee E, Bob J to complete their safeguarding courses. • Action: JP to advertise on FB connect about members doing a free safeguarding course • Incident <ul style="list-style-type: none"> ○ [REDACTED] recently had an incident with one of his juniors where they capsized ○ Following that [REDACTED] had an email from juniors parent regarding a health condition [REDACTED] was not aware of ○ Previously [REDACTED] had communicated with all parents regarding all juniors must have spare dry kit ○ JP proposed we establish a new system that communicates medical conditions to coaches so that reasonable amendments can be made. ○ Following the incident and the email from the junior's parent, LB has emailed them back saying this junior will not be able to row until we have had a meeting with [REDACTED], JP, LB, the junior and the parent to discuss what reasonable adaptations the club can make to accommodate the junior's condition. ○ Junior Induction Pack – All new juniors and parents are given an induction pack which outlines the rules of the club, informs them about bringing dry spare kit, and other important information. ○ JP – Suggests we need one for all adult members too ○ Action: JP and LD to work on putting content together for an adult member induction pack 	JP
8	Secretariat	<ul style="list-style-type: none"> • See AGM below (9a) 	ND

9 AOB

9a	AGM	<ul style="list-style-type: none"> • Agenda amendments <ul style="list-style-type: none"> ○ ND to remove Vice President Item ○ Membership Subscription to move up • Action: ND to circulate committee role descriptions • Action: ND to send out reminder to members about AGM • Action: ND to circulate finance report to members 	All
9b	Landing Stage Solution	<ul style="list-style-type: none"> • Chris Bird has proposed solution • Rough costing circa £100K • Grant funding will need to be found • Action: SB to invite Chris along to committee meeting 	SB



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		follow AGM to pitch idea	
9c	Downstairs Toilets/Showers	<ul style="list-style-type: none"> To be discussed at next committee meeting follow AGM as part of the investment priority planning 	SB
9d	Swifts Sewerage Problem	<ul style="list-style-type: none"> To be discussed at next committee meeting follow AGM as part of the investment priority planning 	SB
9e	Maintenance Issues & Appointment of official position	<ul style="list-style-type: none"> To be discussed with new maintenance person following AGM 	All
9f	Eat Street Repeat Update	<ul style="list-style-type: none"> All going to plan We've had lots of volunteers to support Pre-tickets sold – 100 we are hoping to have many more come and pay on the day Estimated profit £3K-£4K As this is the first year of doing it, its a learning curve Hopefully it will be bigger and better next year providing this year is a success. 	ND
9g	Dinner Dance	<ul style="list-style-type: none"> We're at 61 attendees All going to plan! 	ND
9h	Committee Email Set-Up	<ul style="list-style-type: none"> Action: ND to support new committee members with setting up committee mailbox on their devices 	All
9i	Nomination Forms	<ul style="list-style-type: none"> No submissions as of yet Action: ND to print off copies and put behind the bar for people to complete 	All
9j	Squad Coordinators	<ul style="list-style-type: none"> Squad coordinators have been appointed: <ul style="list-style-type: none"> ○ Jimmy Watson – Senior Men ○ Jodie Howson – Senior Women ○ Stew Barnett/Andy Harris – Masters Men ○ Liz Danby/Deb Barnett – Master Women MA – The junior captains perhaps should have more of a practical role <ul style="list-style-type: none"> ○ Committee agreed, 	SB
10	AGM	Sunday 29th September at 10:30	All
10 a	Next Committee Meeting	To be discussed at AGM – Suggested first Tuesday of month	All