



Stourport Boat Club Management Committee MEETING MINUTES



Date	8 Oct 2024	Location	SBC Club Room
Time	7pm		
Committee	Jane Palmer (JP) Liz Danby (LD) Jimmy Watson (JW) Nic Danby (ND) Mark Appleton (MA) Matt Gould (MG) Jo Harris (JH) Andy Harris (AH) Ben Palmer (BP) and Deb Barnett (DB)		
Copied		Captain	Stew Barnett (SB)

Item	Header	Notes	Lead
1	Apologies	<ul style="list-style-type: none"> Bob Jones (BJ) 	All
3	Welcome / Guests	<ul style="list-style-type: none"> Welcome to new Club President - Sara Peace (SP) Welcome to newly elected committee members <ul style="list-style-type: none"> Matt Gould (MG) Jo Harris (JH) Andy Harris (AH) Ben Palmer (BP) Deb Barnett (DB) 	-
4	Previous Minutes	<ul style="list-style-type: none"> Reviewed and approved 	All
5	Outstanding Actions	<ul style="list-style-type: none"> Action tracker to be implemented <ul style="list-style-type: none"> Action tracker to be updated by committee members 	All

5. Management Matters

5a	Appointment of Chair	<ul style="list-style-type: none"> LB – has said he would be willing to chair providing someone would be willing to take on the Safety Officer Role LB gave summary of the roles and responsibilities of Safety Officer role: <ul style="list-style-type: none"> Updating policies Organizing capsized drills (LB to continue coordinating upcoming drill) First aid course coordinating Encouraging reporting of incidents Managing processes JH – Offered to take on the role. <ul style="list-style-type: none"> LB to provide support with hand over of roles and responsibilities LB to support with upcoming audit LB confirmed, he will continue with the insurances LB appointed as Chair 	
5b	Membership Report	<ul style="list-style-type: none"> Recent leavers: <ul style="list-style-type: none"> Harvey Adam Harris Recent newcomers: <ul style="list-style-type: none"> Two Warwick students April (looking to sign up) Charlie (looking to sign up) Total membership – 134 Fob system 	



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		<ul style="list-style-type: none"> ○ Now working again ○ LD to come down after training on weekend to distribute fobs to new members/members without fobs ● House Keeping <ul style="list-style-type: none"> ○ For all members which have been issued keys house keeping instructions should be outlined, including a check list of what to turn off and lock up before leaving the club ● Membership booklet <ul style="list-style-type: none"> ○ Content to include: <ul style="list-style-type: none"> ▪ Code of conduct ▪ Housekeeping ▪ Key contact details ▪ Club rules ○ These could be given out to all members each year with new committee members ○ Digital version could also be made available on the membership section of the website ○ Action: LD looking at options ● Spond <ul style="list-style-type: none"> ○ All new members are being set up on Spond ○ Action: LD working on migrating existing members from ClubHub to Spond 	
5c	Finance Report	<ul style="list-style-type: none"> ● Confirmation of Committee expenses policy <ul style="list-style-type: none"> ○ Any expenses of £100 can be claimed by members – invoice to be sent to treasure mailbox ○ Anything above that to be discussed with committee first ○ For ongoing authorized projects, members to update rest of committee each meeting with ongoing expenses ○ Where possible, VAT receipt to be provided (we can claim back on this) ● Investment and project work <ul style="list-style-type: none"> ○ MA – pitches the question ‘What do we need to spend money on and what is our priority for the coming term?’ ○ Possible large projects include: <ul style="list-style-type: none"> ▪ Kitchen <ul style="list-style-type: none"> ● DB comments – we don’t need to spend too much on this, just need an extractor fan and a new over ● MA estimated costs at £1K <ul style="list-style-type: none"> ○ DB confirms ▪ Building maintenance ▪ Sewerage pump ▪ Downstairs toilets ▪ Stairwell (currently very spongy) 	



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		<ul style="list-style-type: none"> ▪ Boats <ul style="list-style-type: none"> • SB reckons we will need 3 new boats • MA asks, 'will that be 3 in 3 out?' <ul style="list-style-type: none"> ○ SB – No, 3 extra boats • Action: All committee members to consider what areas need to take priority and bring suggestions to next meeting <ul style="list-style-type: none"> ○ Next meeting to dedicate 20 mins to this ○ Action: ND to put dedicated item on next agenda 	
5d	<p style="text-align: center;">Grounds & Maintenance</p>	<ul style="list-style-type: none"> • MG's initial grounds and maintenance items and queries <ul style="list-style-type: none"> ○ Slimy patch outside scullers shed <ul style="list-style-type: none"> ▪ Potential slip hazard to be addressed ○ PAT testing <ul style="list-style-type: none"> ▪ MG to look into ▪ MG – does this need to be done for insurance purposes? <ul style="list-style-type: none"> • LB – confirms it is not a condition on the insurance ○ Boiler <ul style="list-style-type: none"> ▪ MG asks will this need servicing soon? ▪ SP/MA confirms it will need servicing soon ▪ MA – Ken Barley mentioned he would be able to support with this if needed • MG asks – is there anything he needs to be aware of that doesn't work <ul style="list-style-type: none"> ○ LB mentions about the maintenance log we have been keeping ○ Action: LB/ND to help MG get onto Box to access to maintenance log ○ Action: MG taking ownership of log and updating • Bank Re-building <ul style="list-style-type: none"> ○ SB - Chris Bird has an idea for this which he will be pitching to the committee at the next meeting ○ Action: MG to discuss plans with Chris Bird ○ 	
5e	<p style="text-align: center;">Bar / Social / Functions</p>	<ul style="list-style-type: none"> • Upcoming events: <ul style="list-style-type: none"> ○ Andy Aston's pub quiz - ○ Port & Stilton - TBC ○ Recreational Rowing Head – 9 Nov ○ Post-capsize social – 30 Nov • Beer arrangement <ul style="list-style-type: none"> ○ Until the bar has found its feet, Lee is sticking with bottle to minimize waste 	
5f	<p style="text-align: center;">Social Media & Website</p>	<ul style="list-style-type: none"> • New Facebook page set up 	



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		<ul style="list-style-type: none"> ○ Action: JW to message club directly regarding the new page, encouraging them to follow it ● New club photos are up in the little room <ul style="list-style-type: none"> ○ Slight issue with the frame as one or two people have been cropped out ○ Action: JW to speak with Terry regarding the cropping of the photos ● JH asks – do we want non-members on the FB Connect page? <ul style="list-style-type: none"> ○ General consensus was yes, providing they're considered 'friends of SBC' 	
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6. Rowing Matters

6a	Captain's Report	<ul style="list-style-type: none"> ● New squad coordinators have been appointed which will help Stew manage <ul style="list-style-type: none"> ○ Jimmy Watson – Snr Men ○ Jodie Howson – Snr Women ○ Deb Barnett/Liz Danby – Mst Women ○ Stew B/Andy Harris – Mst Men ● Aims of each squad <ul style="list-style-type: none"> ○ Snr Men – Aiming to qualify for HRR ○ Snr Women – Aiming to Qualify for Henley Women's ○ Masters - attend en masse World Masters - Banyoles, Sep 2025 ● Upcoming events: <ul style="list-style-type: none"> ○ Gloucester Head ○ Pairs Head ● Development Squad <ul style="list-style-type: none"> ○ Stu Campbell is doing an outstanding job with the dev squad. Many make huge improvements with their rowing ● Bont Foot System <ul style="list-style-type: none"> ○ JH and Deb trialing foot system before it is rolled out to wider club ○ JH – confirms so far so good and intuitive to use ● Boats <ul style="list-style-type: none"> ○ 201 was in a bad state <ul style="list-style-type: none"> ▪ SB has re-furbed it helping us save a lot of money ▪ SB is considering getting a compressor (approx. £300-£400) which will result in a better finish ○ SB looking at getting 3 new boats ○ Action: SB to liaise with squad coords to confirm what equipment each squad required 	
6b	Junior Rowing	<ul style="list-style-type: none"> ● BP group – 4 new members with an addition 2 looking to join up 	



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		<ul style="list-style-type: none"> ○ Up to 15 members ● Lee is now onboard with the junior coaching taking on the coaching of the brand-new juniors ● Launch Useage <ul style="list-style-type: none"> ○ Slight overlap with the development squad ○ Ben has explained the Juniors need the launches for H&S purposes ○ Launch to be back for 9:30 on the weekend in time for junior training ● Junir gym training times: <ul style="list-style-type: none"> ○ Monday from 17:30 onward ○ Wednesday 17:30 – 20:00 ○ Comms to go out to members that the gym can be used before and after these times ● LB – asks if the juniors are still using the club room for circuit training, if so to be careful as a formal risk assessment has not been drawn up <ul style="list-style-type: none"> ○ BP confirm they are – noted. ● Junior boat usage <ul style="list-style-type: none"> ○ It was observed some of the new juniors have been standing in the footwell directly on the Hull ○ Regular reminders to juniors regarding the best way to get into boat ○ JH – suggests doing a ‘Club Walk Around’ with all juniors and new members highlighting which equipment they can use, the best way to lift a boat and the best way to enter a boat. ○ Committee agrees – this will help minimize damage to equipment. ○ Action: SB to speak with the dev squad regarding what equipment they can use ● Dynamic Ergo <ul style="list-style-type: none"> ○ Action: BP to confirm which dynamic ergo the juniors would like ○ Committee has agreed to cover the remaining costs ○ LB asks where would the new ergo go? <ul style="list-style-type: none"> ▪ SB suggests by the weights ▪ DB suggests on the landing on top of the stairs 	
6c/d	Learn 2 Row and Coaching & Development	<ul style="list-style-type: none"> ● Some individuals have expressed frustration regarding the use of launches <ul style="list-style-type: none"> ○ Committee to monitor situation and nip any potential issues in bud ● A fantastic and enthusiastic bunch of people ● Stu has done a great job at brining them on ● ‘Club Walk Around’ may be required to show members best way to pick up and use equipment 	



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6e	Fleet & Equipment Maintenance	<ul style="list-style-type: none"> • Ergos <ul style="list-style-type: none"> ○ Some of the screen on the ergos do not work <ul style="list-style-type: none"> ▪ Action: SB to look into this ▪ Action: All club members to come forward and report any issues with faulty equipment ○ LD asks if there are any older ergos, could we move one downstairs as a warmup ergo – something to consider 	
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7. Compliance Matters

7a	Health & safety (Including fire & river safety)	<ul style="list-style-type: none"> • Capsize drill – 30 Nov, Holy Trinity School 14:30 - 17:30 (£90/hour) <ul style="list-style-type: none"> ○ Mandatory for new juniors and development squad ○ First hour for just juniors (safeguarding) ○ Must show a minimum swimming capability in kit ○ Action: SB single to be cleaned off ○ BP suggests next summer – perhaps worth doing on a lake, pending river quality • First Aider Courses <ul style="list-style-type: none"> ○ A few first aider certs are due to expire ○ Action: JH & LB to put first aider on noticeboard and when they are due to expire • Incident Reports <ul style="list-style-type: none"> ○ 8 & Jnr boat collision <ul style="list-style-type: none"> ▪ All parties have reported and given their accounts ▪ Members need to be aware when coming into land about other crew on the water ○ [REDACTED] • Safety Notice Board <ul style="list-style-type: none"> ○ Action: JH and LB to look at options ○ Action: JH to update these noticeboards going forward • Hi-Viz <ul style="list-style-type: none"> ○ Some incidents could be avoided with Hi-viz attire ○ Committee confirmed it would be a good idea to have some hi-viz bibs readily available for crews to wear on top of their training kit (for bow rowers) ○ Action: LD to look at options and costs • Phones in boat <ul style="list-style-type: none"> ○ Every crew should have a phone in the boat to communicate in case of emergencies ○ These can be stored in waterproof bag tied 	
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		<ul style="list-style-type: none"> ○ inside the boats ○ BP – could we have a walkie talkie system? <ul style="list-style-type: none"> ▪ Maybe a bit pricey ○ DB – would it be worth getting little dry bags to put into every boat? <ul style="list-style-type: none"> ▪ Action: DB to look at options 	
7c	Welfare	<ul style="list-style-type: none"> • Action: BP to complete safeguarding course <ul style="list-style-type: none"> ○ To be welfare officer at the upcoming head the safeguarding course needs to be completed ○ Action: SB to follow up with BP regarding the completion of his course 	

8. Secretariat

8a	Set up of committee mailbox	<ul style="list-style-type: none"> • Action: ND to share set up instructions to all new committee members 	
8b	Set up of committee calendar	<ul style="list-style-type: none"> • Action: ND to share set up instructions to all new committee members 	
8c	Set up of Box Access	<ul style="list-style-type: none"> • Action: ND to share set up instructions to all new committee members 	

9 AOB

9a	Small Boats Head update	<ul style="list-style-type: none"> • SP agreed to be the event chair • SP nominates Stu P to be neighbor liaison • Action: SB to chat with Swifts • Action: SB to attend the sports association to build relationship with Rugby Club, Cricket Club, and Swifts • Adie & Paul liaising for events secretary hand over • Action: MA to liaise with GP surgery • Next Head Meeting: 15 Oct ,19:00 	
9b	[REDACTED]	<ul style="list-style-type: none"> • [REDACTED] 	
9c	[REDACTED]	<ul style="list-style-type: none"> • [REDACTED] 	
9d	Pool Table	<ul style="list-style-type: none"> • To get a brand-new slate bed pool table it costs £1,500 • Pete Spencer has a friend who has a pub-standard, slate-bed table who would be willing to sell it to us for £350 • Action: SB to see table and send photos to the committee • Providing the table is in good nick, Committee approves the expenditure. 	
9e	Dinner Dance Awards	<ul style="list-style-type: none"> • Club Person of the year – REDACTED • Cox of the year – REDACTED • Most Improved – REDACTED • Coach of the Year – REDACTED • Newcomer Speech <ul style="list-style-type: none"> ○ Action: ND to speak to Stu if he has any volunteers • REDACTED 	



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9f	Club Room Decorations	<ul style="list-style-type: none">• DB proposes painting some of the ceiling a walls navy<ul style="list-style-type: none">○ Committee approves	
10	Next Committee Meeting	Tuesday 12 Nov, 19:00	All