



Stourport Boat Club Management Committee MEETING MINUTES



Date	5 Dec 2024	Location	SBC Club Room
Time	18.30		
Committee	Jane Palmer (JP) Liz Danby (LD) Nic Danby (ND) Mark Appleton (MA) Matt Gould (MG) Andy Harris (AH) Ben Palmer (BP) and Deb Barnett (DB) Luke Barnett (LB)		
Copied		Captain	Stew Barnett (SBIAB)

Item	Header	Notes	Lead
1	Apologies	Jo Harris (JH), Jimmy Watson (JW), Sara Peace (SP)	All
2	Welcome / Guests	NA	-
3	Previous Minutes	Reviewed and approved	All
4	Outstanding Actions	Reviewed	All

5. Management Matters

5a	Membership Report	<ul style="list-style-type: none"> • Leaving and New Members <ul style="list-style-type: none"> ○ Leavers <ul style="list-style-type: none"> ▪ Jane Butcher ▪ Millie Butcher ▪ Archie Slevin ▪ Chris Lloyd ○ New Members <ul style="list-style-type: none"> ▪ Sharron Salter ○ Possible New Members <ul style="list-style-type: none"> ▪ Helen • Spond <ul style="list-style-type: none"> ○ The ClubHub system is no longer being updated with new members contact information ○ All comms to now go through Spond ○ Action: LD to distribute instruction on how to use it ○ Action: ND to notify membership regarding the transition of communication platform • Security Keys <ul style="list-style-type: none"> ○ LD now has a stash of club security to give out to members if they need them. ○ 	LD
5b	Finance Report	<ul style="list-style-type: none"> • Profit & Loss (Turnover) – for year ended 31 Mar 2025 <ul style="list-style-type: none"> ○ Autum Head - £4.9K ○ Bar Sales - £2.9K ○ Breakfast - £990 ○ Donations - £302 ○ Functions - (£1.7K) ○ Interest - £109 ○ Jnr Race Entries - £1K ○ Membership fees - £32K ○ Regatta Income - £15K 	MA



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		<ul style="list-style-type: none"> ○ TOTAL TURNOVER - £55.9K ● Costs (Headlines) <ul style="list-style-type: none"> ○ Insurance - £11K ○ Boat Maintenance - £2.2K ○ Energy - £1.8K ○ Property Maintenance - £1.6K ○ Motor/Fuel/Trailer - £1.6K ○ Waste Collection – 1.6K ○ TOTAL COSTS – £25.9K ● Operating Profit - £29.3K ● Cash Flow <ul style="list-style-type: none"> ○ Currently £66.1K in bank (need to get £30K buffer) ○ Net Cash Flow before expenditure - £7.1K ○ Other potential income - £6.6K <ul style="list-style-type: none"> ▪ Breakfast £400 ▪ Bar £1.4K ▪ January Head £4.8K ● Potential Expenditure <ul style="list-style-type: none"> ○ Prioritised items <ul style="list-style-type: none"> ▪ Stairs -£1.5K ▪ Downstairs toilet £10K (approx.) ▪ Four £14K ▪ TOTAL £25.9K ○ Other items <ul style="list-style-type: none"> ▪ Firedoor - £1K ▪ Lobby Wall - £1K ▪ Upstairs Toilet - TBC ▪ Sewerage Pump (poss. priority) – £2.5K ▪ Double – £10.5K ▪ Blade – £1.8K ▪ Bont Footplate (poss. priority) – £2.8K ▪ TOTAL (including prioritized items) – £45.5K ○ Providing the potential income comes in, we may be in a position to get all above listed – however, prioritised items to take precedent 	
5c	Grounds & Maintenance	<ul style="list-style-type: none"> ● Sewerage Pump <ul style="list-style-type: none"> ○ LD – are the Swift aware of the problem – we need to speak with them ○ MG has received a quote of £2.5 from Onsite ○ Inspection would be £900 but it needs to be empty ○ Action: SB and MG to speak with the swifts, explain the problem and the associated costs 	MG
5d	Bar / Social / Functions	<ul style="list-style-type: none"> ● Port and Stilton – Sunday 22 December from 2pm <ul style="list-style-type: none"> ○ Tickets are being sold behind the bar £5 	SB/AH



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5e	Social Media & Website	<ul style="list-style-type: none"> • Social Media <ul style="list-style-type: none"> ○ Nothing specific to report • Bont Shoes <ul style="list-style-type: none"> ○ JW has ordered Snr Men's Bont Shoes • SBC Fleeces <ul style="list-style-type: none"> ○ Now Ordered ○ Jane Butcher has ordered one and not yet paid, but has since left the club ○ Action: JW to advertise a spare XL Fleece is available if any member would like to buy it 	JW
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6. Rowing Matters

6a	Captain's Report	<ul style="list-style-type: none"> • SB delivered the Captain's Report: <ul style="list-style-type: none"> ○ 3 New Ergometers <ul style="list-style-type: none"> ▪ The Junior fundraising initiative raised £1,500 and the Committee agreed to match it. This enabled the club to purchase 3 new Ergos. This is a great addition to the gym and the Juniors efforts are much appreciated. ○ Boats and equipment <ul style="list-style-type: none"> ▪ The men's sweep blades have all been fitted with new suede grips. ▪ The Women's coxless four has been fitted with the Bont QRS system. The plan is to introduce the system to our entire fleet eventually. This will allow everyone to have their very own shoes. Meanwhile, for those not wanting to purchase their own shoes, a number of old shoes will be fitted with cleats and stored in a basket. ○ Monmouth Head 1/12/24 <ul style="list-style-type: none"> ▪ Surprisingly with the river level quite high and very wet conditions Monmouth went ahead and we boated 6 crews. Most were scratch outfits but had good rows despite challenging conditions. ▪ A lot of clubs dropped out leaving two of our crews without any opposition, which was disappointing. ○ Circuit Training <ul style="list-style-type: none"> ▪ We have secured the use of the church hall in Parks Passage every Tuesday from 6.30pm for circuit training. The first session took place this week. Turnout was really good. I think a lot of us forgot how beneficial this is, also a great opportunity for different squads 	SB
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to train together and to share information about what's happening at the club.

- High intensity interval training (HIIT) is a great way to get fit. Hopefully we will reap the benefits on the water.

○ **Squads**

- Men's and Women's squads are continuing their winter programs. Masters Men and Women have some new combinations and are getting some coaching out on the water. The recent multi crew Masters session with video analysis was very well received, we will do this again soon. This will also be open to the Women's squads.
- Tim Dorrell is helping to coach the senior women this is a great opportunity for them, lots of different combinations are getting out and its nice to see men and Women rowing together all helping each other to get faster.
- Ryan Clarke has agreed to help with the Men's Squad when he can, another great addition to help the squad progress towards their summer goals.
- The Junior squad has been revived with a lot of new younger juniors joining.
- Ben Palmer and Lee Evans are keeping them engaged with some quality fun workouts. This is a completely new group and is a welcome addition to the club.
- Unfortunately, the conditions at Monmouth meant that the J14 quad entering their first ever race had to be scratched.
- Stu Cambell continues to do a great job coordinating the development squad and some have started to move over into the competitive Masters and senior Squads great progress is being made.

○ **New Launch Drivers**

- Lee Evans, Stuart Campbell, and Ben Palmer all take their level 2 launch driving course this weekend. Three more Coaches able to take out the launch.



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		<ul style="list-style-type: none"> ○ Training Camp <ul style="list-style-type: none"> ▪ Vyrnwy has been booked in April next year full details will be released soon. ▪ Next year is a big year and the winter training is our base to launch off, lets make sure its built on very strong foundations. ▪ Total Wins to Date: <ul style="list-style-type: none"> • 10 ▪ SBIAB 	
6b	Junior Rowing	<ul style="list-style-type: none"> • All going well, nothing specific to report • Junior numbers have remained stable • BP Asks – do we have any information regarding when and where the Junior West Mids trial will be hosted • Action – LD to confirm with PD that SBC will be hosting it in April again this year? 	BP
6c	Coaching & Development	<ul style="list-style-type: none"> • Stu C continues to do an excellent job with the learn to rowers 	SB
6d	Winter Head Planning	<ul style="list-style-type: none"> • Head meeting next Tuesday (10 Dec) <ul style="list-style-type: none"> ○ Apologies from JP and MG 	All

7. Compliance Matters

7a	Health & Safety (Including Fire & River Safety)	<ul style="list-style-type: none"> • First Aid Training <ul style="list-style-type: none"> ○ Currently we only have 5 first aiders and 2 of them are Alice Jeffers and Mark Betson, who aren't regularly down the club ○ Action: JH to ask membership if there are any willing volunteers? ○ JH – is happy to do the training too ○ Club to fund the first aid training for relevant members • Capsize drill <ul style="list-style-type: none"> ○ Good turn out from mast and jnrs ○ Thanks to Ryan for coordinating it - all went smoothly ○ BP recommends Jnrs to do these every 2 years • JH – LB Handover Process <ul style="list-style-type: none"> ○ LB has passed over the role – JH is reading through necessary paperwork ○ JH planning to update the safety board once all documents have been reviewed using QR codes as links to relevant documentation 	LB/JH
7c	Welfare	<ul style="list-style-type: none"> • Assistant Welfare Officer <ul style="list-style-type: none"> ○ Bob is stepping down as supporting welfare officer 	JP



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		<ul style="list-style-type: none"> ○ JP is looking for someone to replace <ul style="list-style-type: none"> ▪ JP asks – how do we go about? ▪ The new person wouldn't need to come to committee meetings ▪ If JP is away, they could come to meetings in her stead ▪ It's important that we have another one, so that there's an alternative person to report welfare concerns to ▪ Action: JP to compose notification to membership asking for a volunteer ▪ Action: Once composed, ND to distribute to membership on Spond/FB Connect ▪ DB – would [Redacted] be a good option? ▪ JP – possibly – it would be good if it was someone who handle welfare related situations regularly 	
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8. Secretariat

8a	Committee Mailbox & Callendar	<ul style="list-style-type: none"> • Some committee members are still struggling to set up Gmail account • Action: ND & LD to look if there is an option to set something up on Spond. Failing that ND to arrange with each member to set up mailbox/calendar in person to get around the 2-factor authentication issue 	ND
8b	Ongoing Agenda	<ul style="list-style-type: none"> • Action: ND to feature 'fund raising initiatives' as a standard item for ongoing agendas 	ND

9 AOB

9a	Paul Danby – Recreational Rowing Proposal	<ul style="list-style-type: none"> • PD has requested to run requested to run the Shires recreational rowing program from SBC • SB would like to know what benefits would SBC gain? • LD – PD has put together a 'memorandum of understanding' which outlines the proposal and what benefits SBC would receive from hosting the recreational rowing program • Proposal <ul style="list-style-type: none"> ○ Shire would be willing to purchase the recreational boats from SBC, with the understanding that SBC could use these boats whenever they like, and they wouldn't need to worry about ongoing re-furb costs ○ For each new recreational rower that joins the program, SBC would receive a % of the membership fee. ○ If any of the recreational rowers would like to pursue more competitive rowing, they could 	SB
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		<p>move into Stu C's squad and beyond, helping future-proof SBC's membership numbers</p> <ul style="list-style-type: none"> ○ Those who don't want to row competitively, can continue to row in the recreational squad ○ SBC would also have a larger pool of volunteers to support SBC events ○ If the recreational rowers would like to use the gym, they could take out a gym membership at SBC ○ More members to support the bar income ○ The recreational squad would be open to rowers of different abilities <ul style="list-style-type: none"> ▪ LB – we would need to draw the line if we needed to adapt the building, as this would not be financially feasible ○ DB – would these people be rowing during SBC's peak times? <ul style="list-style-type: none"> ▪ LD - The memorandum covers these questions ○ AH – where would this leave Stu C? <ul style="list-style-type: none"> ▪ LD/MA – this should work in his favor. Those recreational rowers wanting to row more competitively would go into Stu's squad. ○ SB concerns – he would be worried if the 'Shires' brand might dilute the Stourport brand, if it were to grow <ul style="list-style-type: none"> ▪ LD – PD is not precious about the name ● LB – This is a commercial enterprise which might not be compatible for SBC. It will need to benefit SBC and make financial sense. ● Action: PD and Andy Morris to present to LB, SB, MA & SP regarding their proposal and to answer any questions. 	
9b	Foot System Funding	<ul style="list-style-type: none"> ● SB – we don't currently have 100% buy-in from members ● SB – the snr women have Bont shoes, and the snr men have just put an order in for them. ● SB asks the question – Do we look to kit out the who fleet at this stage or just the Snr squad boats? ● SB suggests doing it in two stages – starting with the snr boats and then doing the rest of the fleet at a later stage ● Costs <ul style="list-style-type: none"> ○ £25 per seat ○ SB has already kitted out the women's boats ○ Jimmy has identified 4 boats he would like to get the Bont fittings in 	SB



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		<ul style="list-style-type: none"> • MG proposal: <ul style="list-style-type: none"> ○ Buy as many female adapters as there is currently Bont/private shoes. Attach these to the most used boats used by the seniors (majority owners of the private shoes). ○ Alongside this, buy an additional 10-15 and attach to 'universal' footplates that can be placed into other club boats before a session. This allows private shoes to replace original shoes in club boats that don't have the clip in system fitted or to be used with crew boats where not everyone has a set of private shoes. To be changed in the same way as changing shoes did originally. ○ SB/Committee – Approves 	
9c	Stairs/Inspection	<ul style="list-style-type: none"> • MG – we have had the inspectors in, but they couldn't give an official report because they couldn't get into the space • From what they could see they were 80% sure there is dry rot • MG asked if they could come back next week once the stair had been removed, but they can come back till after Christmas • If dry rot is present, they have a spray which cures it, for £800. This also comes with a guarantee • If left so long the dry rot can get into the masonry • Tim Dorrell has said he can do it for less, but it wouldn't come with a guarantee. • Committee thoughts – We should go for the guarantee route, so we have all bases covered. • MG – Rich has said he would fit the first 70% of the stair well, so the preservation people could get in and do the spraying. • Rich also to use marine proofing to protect new stairs from future flooding. • New stairs <ul style="list-style-type: none"> ○ Due to arrive very soon ○ They need to be stored somewhere dry ○ LD – could we store them in the boat shed ○ MG – yes, they'll need to wrapped in tarpaulin to keep it dry • Action MG: to find out when preservation contractors can come so we can start taking out the stairs • DB – once the stairs are done, could we decorate the downstairs lobby <ul style="list-style-type: none"> ○ Committee approved 	MG
9d	Broken Cooker	<ul style="list-style-type: none"> • Ken has said he can fix it for us, just waiting on availability • AH – how can we recognise his efforts (and that of all club volunteers)? • MG – at a minimum, we should promote people's efforts on FB Connect 	MG



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		<ul style="list-style-type: none"> ○ Committee concurred ○ Action: any volunteer work to be recognised on FB Connect. 	
9e	Hi-Viz	<ul style="list-style-type: none"> • LB – Hi-viz for bow people and scullers should be mandatory <ul style="list-style-type: none"> ○ Committee agreed • Hi-viz is readily available for all members downstairs by the shutter doors. • Action: JH to change the safety policy. Single sculls and bow people to have them on as a mandatory 	LD
9f	Sewerage Solution	<ul style="list-style-type: none"> • Onsite have quoted £2K • Initial inspection is £900 (the tank needs to be empty before the inspection) • Action: SB & MG to meet with Swifts to discuss the solution and sharing the costs 	MG
9g	Snr Women's Fund Raising	<ul style="list-style-type: none"> • Total raised so far: £3,850 • Snr Women looking to continue their fund-raising initiatives • Snr Women's fund-raising goals – to buy a 4 or 8 • SB asks – could this money go towards a new club boat? • Committee – no, these specific funds would need to be ring-fenced for the snr women's boats <ul style="list-style-type: none"> ○ The snr women have confirmed that the boat purchased with this money would be available for use by other experienced members, with priority given to them. ○ This was the original understanding when the snr women's fund-raising project began • Thoughts for future fund-raising projects – should these funds go into a pot for wider club usage? <ul style="list-style-type: none"> ○ Committee concurs 	JH
9h	Sponsorship Bundles Clarification	<ul style="list-style-type: none"> • Earlier in the year committee approved sponsorship bundles (similar to regatta ones) for Snr Women to offer as part of fund-raising project. • A local company offered £350 in sponsorship. For this they got a banner, which they paid for on top of the £350. • Originally the £350 was to go towards sponsorship kit for the snr women. • It was put to the snr women squad, the £350 could go towards the sponsor branded kit, alternatively the snr women could pay for the sponsored kit themselves, and the £350 could go into the new boat fund instead. • Snr Women agreed to put the money toward the new boat and pay for the sponsor branded kit themselves. • Committee acknowledges the clarification 	JH
9i	Fire Door	<ul style="list-style-type: none"> • MG – spoken with Rich • Rich has agreed to supply and fit the door for free • Committee thanks Rich for his kind generosity • Action: Rich to receive recognition via FB Connect for 	MG



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		his time and efforts	
9j	Leaking Upstairs Toilets	<ul style="list-style-type: none"> • Andy Morris may have already done the work • MG to speak with Andy to confirm • Action: Andy to receive recognition for his work • Committee thanks Andy for his time and efforts 	MG
9k	Downstairs Toilet Refurb	<ul style="list-style-type: none"> • Andy Morris and Gary Knight have both come forward to support with this project • Action: LB, AH, Andy Morris & Gary Knight to meet to discuss what the next step are 	MG
9l	Junior Fund Raising	<ul style="list-style-type: none"> • Thanks to the Juniors fund raising initiative, the club now has three brand-new ergos • Committee thanks Juniors and coaches for all their efforts in raising these funds 	SB
9m	Gym Air Con	<ul style="list-style-type: none"> • In a recent training session in the gym, the condensation made the floors and surfaces incredibly wet • Action: MG to speak to Ken to see if he can get the AC unit to work to resolve this issue. • Apparently somewhere in the gym lockup there is a switch 	MG
9n	Use of Spond Correspondence	<ul style="list-style-type: none"> • See '5a Membership Report' 	LD
9o	Sweating the Asset	<ul style="list-style-type: none"> • AH poses the question 'How could we make the most of the club to raise more funds?' • AH initial thoughts: <ul style="list-style-type: none"> ○ Could we do a women's regatta? ○ Midland's championships? ○ Paddleboard events (insurance to be considered with this idea, as BR only covers us for rowing events) • Committee agrees • LD - we need to be conscious not to exhaust our membership, asking to do too much volunteering <ul style="list-style-type: none"> ○ New events, such as a women's regatta could be simplified – no marquees, no sponsorship enclosure • LD – we used to have a master's and junior head in October, perhaps we could look to bring that back • LB – something to look at in ongoing meetings • LB – we need to get buy in from all members to reduce volunteer fatigue 	AH
9p	George Handley Recognition	<ul style="list-style-type: none"> • George is not very well – recently diagnosed with Alzheimer's • AH – we should recognise him for his lifetime of contributions to the club • Pete Spenner has suggested if we are to recognise him, we need to do it sooner rather than later • SB – could we re-name the Systems after George? <ul style="list-style-type: none"> ○ Committee Agrees • Action: SB to organise re-naming of Systems 	AH
9q	[REDACTED]		
9r	Pudding Races	<ul style="list-style-type: none"> • DB – Are we running it this year? • Committee happy for it to go ahead, providing conditions 	DB



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		are safe	
		<ul style="list-style-type: none">• If we do coxed quads, juniors could also get involved• Action: DB to get a survey out on FB Connect to get an idea of interest• Proposed date: Sunday 29th December	

10	Next Committee Meeting	Tuesday 14 Jan, 18:30	All
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