



Stourport Boat Club Management Committee MEETING MINUTES



Date	25 th October 2023	Location	Clubhouse
Time	7pm		
Committee	Sara Peace (SP), Denise White (DW), Mark Appleton (MA), Kez Danks (KD), Debbie Edwards (DE), Jane Palmer (JP), Luke Barnett (LB), Nic Danby (ND), Bob Jones (BJ)		
Copied		Captain	Stew Barnett (SB)

Item	Header	Notes	Lead
1	Apologies	BJ	SP
2	Committee Chair	SP to continue as Chair	All
3	Welcome / Guests	ND, SB	SP
4	Previous Minutes	Minutes of previous meeting approved.	SP
5	Outstanding Actions	Reviewed	SP

5. Management Matters			
5a	Membership Report	<ul style="list-style-type: none"> - DW working on family group membership and outlining how it will work going forward – Technical issue with BR system. Format and costs to remain the same. 	DW
5b	Finance Report	Expenditure requests: <ul style="list-style-type: none"> - Kitchen - Drainage - Ongoing boat refurbs 	MA
5c	Grounds & Maintenance	<ul style="list-style-type: none"> - Soakaway has now been installed and it's been tested - Roof panels have now been aligned for better drainage - Guttering next to be addressed - Carpark groundwork set to be completed in the next two weeks, weather and river levels permitting. - Landing Stage <ul style="list-style-type: none"> o KD to look at options to soften the edge of the landing stage to minimise damage to boats 	KD
5d	Bar / Social / Functions	<ul style="list-style-type: none"> - Port & Stilton – Sunday 10th December <ul style="list-style-type: none"> o Worley band available KD to organise o Boat naming ceremony to take place at o ND to send out invitation to all members and friends of SBC - Christmas Party (Possibly 15th December) <ul style="list-style-type: none"> o KD to organise - Initial Short-Term Plan - Following club meeting (22/10/23) members have expressed interest in opening bar mid-week after training <ul style="list-style-type: none"> o SB has suggested trial of opening bar on Tuesdays and Thursday 18:30 – 21:00 o ND to send notification to members, encouraging them to use the bar 	KD



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		<ul style="list-style-type: none"> - Long-Term Plan – KD keen to open the bar up to the public to generate revenue. <ul style="list-style-type: none"> o KD to put proposal together, to present to committee to get the initiative off the ground. 	
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6. Rowing Matters

6a	Captain's Report	<ul style="list-style-type: none"> - SB ambition to enter as many regattas and heads as possible - Snr Women <ul style="list-style-type: none"> o (redacted) to take lead in coaching and coordination - Snr Men <ul style="list-style-type: none"> o SB taking on coaching of this section o Section growing with new members from Jnr section - Mst Men & Women <ul style="list-style-type: none"> o SB to coordinate with crews and organise coaching - Boat Refurbs <ul style="list-style-type: none"> o SB has identified independent boat refurb business that is a cheaper alternative to Janousek o SB to trial this company 	SB
6b	Junior Rowing	<ul style="list-style-type: none"> - Numbers of junior section is getting smaller - SP to support with Stourport High introducing a 6 week course for student, starting in April next year. 	SP
6c	Learn to Row	<ul style="list-style-type: none"> - SB looking to start the L2R program again to keep membership buoyant <ul style="list-style-type: none"> o SB to look for volunteers to help support with coaching o Need to start advertising to program – something the new Social Media Manager could be involved in. 	SB
6d	Coaching & Development	<ul style="list-style-type: none"> - SB keen to introduce a succession plan, for future proofing. <ul style="list-style-type: none"> o (redacted) has come forward to take on vice captaincy and to shadow SB with captain duties o SP to speak with (redacted) to shadow Entry Sec position 	SB

7. Compliance Matters

7a	Health & safety (Including fire & river safety)	<ul style="list-style-type: none"> - LB to look at options to notify members about the river levels and water safety - LB and Social Media Manager to look into getting a ticker 	LB
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		tape on website homepage to inform members about the status of the river.	
7b	Insurances	Nothing to report	LB
7c	Welfare	Nothing to report	DE/BJ
8	Secretariat	Nothing to report	ND

9 AOB

9a	Sylvia Cook	- ND to write letter of condolences on behalf of SBC to Cook family	ND
9b	Small boats head 12 th November	<ul style="list-style-type: none"> - SB to speak with Caravan club - LB submitted health and safety form, with (redacted) to for review - ND to remind members to get entries in ASAP <p>Head Roles & Responsibilities:</p> <ul style="list-style-type: none"> - Event Organiser – SP - Safety Advisor - LB - Race Committee Chair – ND - Course map – published on website by (redacted) - Notes to competitors – published on website by (redacted) - First Aid – 365 - Toilet – KD to organise - Entry Sec – (redacted) - Safety Coordinator – LB - Launch Coordinator – SB - Launch Drivers – (redacted) - Registration Coord – (redacted) - Finance Coord – MA - Welfare – BJ & DE - Event Poster - published on website by (redacted) - BROE – (redacted) - Canal River Trust License – (redacted) - Neighbours Liaison – KD - Chief time keeper – (redacted) - Timing Equipment & Webscorer – ND to organise subscription payment and set up iPad - Hospitality – JP - Members Liaison – SB & (redacted) - Card Payments Organiser – MA - Radios & Megaphones – LB - Launches – SB <p>River Condition – LB, SP & ND to check Thursday prior at noon</p>	All
9c	Coaching	<ul style="list-style-type: none"> - 3 members have signed up to sessions coach course <ul style="list-style-type: none"> o SB o (redacted) o (redacted) 	SB
9d	Launch driving	- SB TBC	SB
9e	Roles & responsibilities	- Committee to produce documents that outline the roles and responsibilities of each official position	SP
9f	Fobs & Keys	- DW has sent out notification to all members explaining how they can obtain a new fob and/or key	DW



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9g	Gym training times & training programs	- SB TBC	SB
9h	Social Media Manager	Jimmy Watson - Proposed by LB - Seconded by ND - All approved LB & ND to acquire log in details for social media platforms	LB
10	Next Meeting	Potential date - 5 th December (TBC)	All