



Stourport Boat Club Management Committee MEETING MINUTES



Date	29 th November 2023	Location	Clubhouse
Time	7pm		
Committee	Sara Peace (SP), Denise White (DW), Kez Danks (KD), Debbie Edwards (DE), Jane Palmer (JP), Luke Barnett (LB), Nic Danby (ND), Jimmy Watson (JW)		
Copied		Captain	Stew Barnett (SB)

Item	Header	Notes	Lead
1	Apologies	Bob Jones, Mark Appleton	SP
3	Welcome / Guests	Stew Barnett, Jimmy Watson	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"> - Denise working on family group membership and outlining how it will work going forward. - Looking to roll out in new year. - New member (redacted) 	DW
5b	Finance Report	<ul style="list-style-type: none"> - MA sends apologies 	MA
5c	Grounds & Maintenance	<ul style="list-style-type: none"> - Car Park Maintenance <ul style="list-style-type: none"> o Workman had his digger stolen, causing delays. Has now had digger returned by police and looks to re-commence work in December. o Lawn is still too wet and boggy to complete work. o Trench outside Swifts <ul style="list-style-type: none"> ▪ On Loveridge land but KD will look to fill trench with concrete to prevent any more accidents. o Cistern in wide access toilet too slow to fill – KD to speak with plumber regarding water pressure o Skip hire – KD to speak with MA regarding paying for skip. Once paid, this will be removed. o SBC flag – KD to get new one for £40 o Kitchen Refurb <ul style="list-style-type: none"> ▪ KD has prices for work surfaces and cabinets. ▪ Work to commence in January ▪ Possibly ready for the Winter Head (28 Jan) o Men’s urinal – for public events KD to look at making the current urinal larger. 	KD
5d	Bar / Social / Functions	<ul style="list-style-type: none"> - November saw a profit of £165.10 - Port & Stilton – Sunday 10th December <ul style="list-style-type: none"> o 14 tickets had been sold 	KD



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		<ul style="list-style-type: none"> - Christmas Party 15th December <ul style="list-style-type: none"> o KD & (redacted) to organise - Boat Naming Ceremony – 23rd December <ul style="list-style-type: none"> o ND has sent out invitations to those have boats named after - ND Action: to send out December social calendar to all members and friends of SBC. - KD & DW to look into overheads, compliance matters to open up the bar for public use. - KD & DW to look at disabled access restraints and possible ways around issues. - KD & DW to put together formal proposal with costing outlays to explore the potential profitability of opening the bar to public. - Question raised by LB regarding the suitability of fire alarm system for public events: <ul style="list-style-type: none"> o DW has spoken with Scott Courtney (contractor for changing room project). Our system is an L1 system that protect life and is suitable for public events. <ul style="list-style-type: none"> ▪ The fire risk assessment which the above was based on was done by 'Mag Fire'. Currently 'Alarm 2000' service it o The fire alarm will not be suitable for any club activity if not tested and maintained, not just public events. It would likely affect insurance if there were a fire and it had not been tested. o Council may also need to conduct an audit. o DW & KD to look into this further. 	
5e	Social Media & Website	<ul style="list-style-type: none"> - New Instagram Account has now been set up - JW to send out posts on ongoing basis - JW Action: to speak with (redacted) about getting access to website - JW Action: to explore options about getting a members' portal set up on website. 	

6. Rowing Matters

6a	Captain's Report	<ul style="list-style-type: none"> - Racing Round Up <ul style="list-style-type: none"> o Gloucester Head (29 Oct) <ul style="list-style-type: none"> - 5 crews competed <ul style="list-style-type: none"> • Wins for 2 women's crews in an 8+ and 4- • Men's 4X put in competitive time missing out on fastest time of the day by 30 seconds • Mas 2- lost out by 2 seconds • Senior 4- lost out narrowly o SBC Mini head <ul style="list-style-type: none"> - Good opportunity for SBC crews to get some racing experience following the 	SB
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		<p>cancellation of our Small Boats Head due to river height.</p> <ul style="list-style-type: none"> - Squads & Training <ul style="list-style-type: none"> o Both Men's & Women's senior squads continue to train in large numbers o Most snr men have now complete 2K time o (Redacted) has offer to support women's master become more competitive in small boats o SB will be able to get out along side crews and provide coaching now river has gone down - Coaching Course <ul style="list-style-type: none"> o 6 SBC members have completed course to level 2 BR session coach standard o SBC crews should now have more time alongside qualified coaches - Boats & Equipment <ul style="list-style-type: none"> o 3 Boats have returned from Janousek having been refurbished. Janousek to send fixings following an error they made with the single o SB has spoken with Fischers Bodyshop to discuss refurbing 297 double and 403 quad which they can do in new year. 10% cheaper than Janousek, work to same high standard and are local. Committee agreed to use this supplier going forward. o Long coach launch sank in flood. Motor currently doesn't start – SB to strip it to see if he can get it working. - Future Events <ul style="list-style-type: none"> o 9 Juniors competing at Wycliffe (2 Dec) o 4 Senior crews competing at Monmouth (3 Dec) - Sunday breakfasts <ul style="list-style-type: none"> o Proving to be popular and profitable 	
6b	Junior Rowing	- Junior Dinner Dance was well attended.	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"> - SP to liaise with (Redacted) & (Redacted) regarding shadowing (Redacted) as entries secretary for Winter Head - SB to liaise with 6 new coaches to get more crews with coach time 	SB



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7. Compliance Matters			
7a	Health & safety (Including fire & river safety)	<ul style="list-style-type: none"> - River safety <ul style="list-style-type: none"> o While we are looking at options for posting information on the website, a safety board will be updated with safety related notifications. o Coaches must be informed that it is their responsibility for the safety of their athletes. They must make a safety judgement based on the river/weather conditions. 	LB
7b	Insurances	Nothing to report. <ul style="list-style-type: none"> - Just need to keep an eye on who is taking which boat and how they are being treated. - Any damage to boats must be addressed with those responsible. 	LB
7c	Welfare	Nothing to report	DE/BJ
8	Secretariat	Nothing to report	ND

9 AOB			
	Rowing & Neurodivergence	<ul style="list-style-type: none"> - Action: ND to share article with club member, JW to share article on SBC social media platforms - JP to speak with coaches regarding things to be aware of when communicating with people with neurodivergence. - Increase awareness and understanding across the club. Reasonable adjustments to be made to ensure we have an inclusive culture. - FAQ educational content to be produced a shared on noticeboards and social media. 	JP
	Boat Naming – Saturday 23 rd December Port & Stilton– Sunday 10 th December Christmas Party– Friday 15 th December	<ul style="list-style-type: none"> - Action: ND to send our social event calendar post to SBC members and friends of SBC 	KD
	Picture Hanging & Captains Board	<ul style="list-style-type: none"> - LB to organize work party to start putting up photos in corridor - Trophy cabinet to be put in members bar - Captains Board – SB to speak with Signtec to get it updated 	LB
	Gym Membership	<ul style="list-style-type: none"> - Gym Membership is £150 <ul style="list-style-type: none"> o Gym member times are from: 12:00 onward on Saturday Anytime before 16:00 Mon-Friday o DW to organize keys and fobs for gym members 	DW



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		<ul style="list-style-type: none"> - Keys and fobs only to be given to paid members of club (gym members included) 	
	New Member Induction	<ul style="list-style-type: none"> - Induction pack to be put together for all new members regarding river safety, how to book a boat, how to use the gym, who to speak to regarding various subjects, etc 	DW
	Action Tracker Log	<ul style="list-style-type: none"> - LB to put simple template together to monitor ongoing actions 	LB
	Friends of SBC Mailing List	<ul style="list-style-type: none"> - ND to speak with possible 'friends of SBC' – those who are not members but are affiliated with BC activities. - ND to put together mailing list to keep those in the loop regarding social occasions and other non-member related news/events. 	ND
	2024 SBC Dinner Dance – Costs & Venue	<ul style="list-style-type: none"> - ND has had costs from Wharton Golf Club - In principle, club to possible cover band and room hire. - ND to liaise with (Redacted) and summarize costs for next meeting 	ND
	Winter Head - 28 Jan	<ul style="list-style-type: none"> - ND to confirm reasoning for 4's and 8's only suggestions with (Redacted). - Committee plus key event planner to meet on 4th Jan to discuss action plan 	ND/SB
	Stew B Bar Enquiry	<ul style="list-style-type: none"> - See bar actions above 	SB
10	Next Meeting	Thursday 4th January	All