



Stourport Boat Club Management Committee MEETING MINUTES



Date	4 January 2024	Location	Old Beams (Flooding)
Time	7pm		
Committee	Sara Peace (SP), Denise White (DW), Luke Barnett (LB), Nic Danby (ND), Jimmy Watson (JW) Mark Appleton (MA)		
Copied		Captain	Stew Barnett (SB)

Item	Header	Notes	Lead
1	Apologies	Bob Jones, Kez Danks (KD), Debbie Edwards (DE), Jane Palmer (JP)	SP
3	Welcome / Guests	-	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"> - (redacted) has not renewed his membership - Gym membership has now been arranged for (redacted) - Social Membership <ul style="list-style-type: none"> o There won't be a 'social membership' as such, but friends of SBC are welcome to drink at the bar during opening hours. o ND to compile a 'friends of SBC' mailing list to inform those about bar opening hours and general events happening at the club. 	DW
5b	Finance Report	<ul style="list-style-type: none"> - MA suggest breaking down the lines of the financial report further so we can see the minutia. - Membership fees alone are currently not covering running costs – costs are being covered by event profits - Costs for Outboat motor has been capitalized - Energy bills are increasing - Licensing is quite a substantial bill <ul style="list-style-type: none"> o SB propose we consolidate and run on iCrew and not Sportiliser - Waste management costs are quite high – would be worth looking at an alternative supplier instead of Biffa - LB asked if we could do something with our heating system, perhaps install a smart meter and a smart thermostat to save on bills - MA suggests we need to prioritise the projects we invest in as we have spent quite a bit of property and fleet maintenance recently. - Other key projects: <ul style="list-style-type: none"> o Kitchen refurb <ul style="list-style-type: none"> ▪ SP to speak with JP & KD regarding the kitchen, to discuss how this project can be moved forwards. o Downstairs Toilets - Finance Management – Take Over 	MA



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		<ul style="list-style-type: none"> ○ MA looking to step down in April ○ ND to send out memo to membership looking for a volunteer - Junior Entries <ul style="list-style-type: none"> ○ Need to review the payment process ○ All suggested entries are paid up front to minimize the time (redacted) and MA need to chase. ○ If hardship issues arise these can be dealt with on and ad-hoc basis 	
5c	Grounds & Maintenance	<ul style="list-style-type: none"> - Car Park Maintenance <ul style="list-style-type: none"> ○ There is still some areas of the car park which are uneven. Once flooding has gone, KD to review the situation - Tench outside club gates now filled in. - Downstairs cistern – KD to speak to plumber - Skip – now removed. - Kitchen – this needs to be prioritised. <ul style="list-style-type: none"> ○ KD to liaise with JP and SP regarding plans - Men’s upstairs urinals <ul style="list-style-type: none"> ○ KD to look at option to increase them. - Fire System <ul style="list-style-type: none"> ○ Need to check when it next need a service ○ LB – to check if this has been done recently 	KD
5d	Bar / Social / Functions	<ul style="list-style-type: none"> - Port and Stilton, Christmas Party went well <ul style="list-style-type: none"> ○ Committee suggests next year we look to make it into one big event rather than two smaller events. - Boat naming – very well received, excellent feedback from those who attended 	KD
5e	Social Media & Website	<ul style="list-style-type: none"> - Website <ul style="list-style-type: none"> ○ To edit the website, JW requires a laptop. DW suggest JW uses the older club laptop ○ JW and ND to speak with (redacted) and (redacted) regarding editing the back of the website and how the membership area works - Social Media <ul style="list-style-type: none"> ○ Key content JW looks to focus on: <ul style="list-style-type: none"> ▪ More imagery of the whole club ▪ Squad photos <ul style="list-style-type: none"> • JW & ND to liaise with squad heads to get photos done • Images can go on website alongside a bit of write up regarding each squad ▪ New boats – hopefully will encourage rowers to join the club ▪ Learn 2 Row Event news ▪ Social Event and Bar Openings ▪ Regattas & Heads 	JW



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		<ul style="list-style-type: none"> • All winning crews to be recognized <ul style="list-style-type: none"> ▪ Instagram/Facebook stories ○ KD to continue with junior posts. KD to share with JW photos so he can use on Instagram. JW & KD to set up WhatsApp chat for direct comms 	
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6. Rowing Matters

6a	Captain's Report	<ul style="list-style-type: none"> - Racing Round Up <ul style="list-style-type: none"> ○ Wycliffe – sadly cancelled due to poor visibility and adverse weather. ○ Monmouth <ul style="list-style-type: none"> ▪ 4 crews entered ▪ 2 wins including: <ul style="list-style-type: none"> • Mixed quad - (redacted) • Mas C coxed four of (redacted) - Mens and Women' Training <ul style="list-style-type: none"> ○ Squad continue to train Tuesdays & Thursdays ○ Gym timetable now in place - Maters Rowing <ul style="list-style-type: none"> ○ On water session largely coordinated by Mark B ○ There have been some difficulties in getting everyone in one place at one time, making it tricky for coaching ○ SB looking at ways we can improve Master cohesion - Launches <ul style="list-style-type: none"> ○ Slipper launch has now been stripped, cleaned and is now working again ○ Launches to be stored in the club house for security reasons (motor for blue launch was previously stolen) - Boat naming ceremony was a great success and very well attended - Captains board has now been updated and put on the wall - Heritage photos are now up on the wall – well done to LB for coordinating - Club Truck – passed its MOT – to be waxed and polished - Learn 2 Row Committee <ul style="list-style-type: none"> ○ Now in place, proposed start date 24 April ○ Possible regatta date 2 June ○ ND to get an event poster together to promote event. ○ Costs £120 per crew ○ To be advertised <ul style="list-style-type: none"> ▪ 'We Love Stourport' Facebook Group ▪ Pubs 	SB
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		<ul style="list-style-type: none"> ▪ Shuttle - President Boad <ul style="list-style-type: none"> ○ SB to look at options and costs ○ SB spoke to (redacted) about historic presidents - Back door in sculling shed to be replaced 	
6b	Junior Rowing	- Nothing to report	SP
6c	Learn to Row	<ul style="list-style-type: none"> - Event aims to bring new members into the club - Members required to get behind this and volunteer to make it a success - Learn to Row organising committee now established. - Training to start 24 April. - Regatta day – possibly 2nd June/25th May - ND to put together poster. - JW to promote on social media. - ND to speak with ‘We Love Stourport’ and ‘The Shuttle’ to promote 	SB

7. Compliance Matters

7a	Health & safety (Including fire & river safety)	<ul style="list-style-type: none"> - 5th step in the stair well to be replaced – currently rotten and broken - LB to send notification out to all members - LB to speak to contractor to get fixed. 	LB
7b	Insurances	Nothing to report	LB
7c	Welfare	Nothing to report	DE/BJ
8	Secretariat	Nothing to report	ND

9 AOB

	Winter Head –27 th January	<p>Key Roles and Actions</p> <ul style="list-style-type: none"> - Event Organiser -Committee - Race Committee - Committee - Commissioning umpire - TBC - Risk Assessment - LB - Safety Plan- LB - Course Map - (redacted) - Event Map - (redacted) - 1st Aid Cover - LB - Toilets - KD - Water Safety Advisor - Co-Ord - LB - Launch driver qualification check - SB - Launch Drivers & Number 2 - SB - Registration Co-Ord - MA - Finance Co-Ord (floats) - MA - Entries Secretary - (redacted) 	Committee
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- Welfare Officer(s) - DE, BJ
- Welfare Statement - DE/ BJ
- Event Poster - (redacted)
- Poster Publication - (redacted)
- BROE - Event set up - (redacted)
- Update Website & Social Media - JW
- Canal & River Trust Licence - LB
- Neighbours Liaison - (redacted)
- GP surgery parking - MA
- Notices to Organisations - (redacted)
- Use of Put-Put Staging - (redacted)
- Chief Time Keeper - ND
- Bow Numbers - Check & Order - (redacted)
- Pots Stock/Requirement – N/A
- BROE - Draw Coordinator - (redacted)
- Hospitality Co-ordinator - JP
- Hospitality rota (bar and catering) - KD/ JP
- Members Availability - SB
- Marshall Rota - SB
- Card Payment Arrangements (Bar & Food) - MA
- IT - Lap tops & Printers - (redacted)
- Timing Equipment & Software - ND
- Radios - Check & Charge - LB
- Megaphones - Check & Charge - LB
- River Course Maintenance Plan - SB
- Bank Clearing – SB
- Launches (2 safety + 1 Start) - SB
- Launch Equipment Check - SB
- Launch Fuel - SB
- River condition review – ND/LB/SB/SP
- Confirm stourport entries / make up events - (redacted)
- Suspend or close entries - (redacted)
- Notify catering of event number - (redacted)
- Set up date for draw - (redacted)
- Communicate with clubs re-entries / draw - (redacted)
- Masters categories / handicaps - ND
- Undertake draw - (redacted)
- Publish draw - (redacted)
- Race Numbers & Pins - (redacted)
- Notes to Competitors - (redacted)
- Lawn Protection (Anti-Slip) - KD
- Event Signage - SB
- Start area preparation - SB
- Trailer Parking (Lawn/Swifts/Coach Park) - (redacted)
- River Signage - SB
- Carpet protection - Club Room - (redacted)



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		<ul style="list-style-type: none"> - Slip protection - Committee room - (redacted) - Prepare registration packs - (redacted) - Weighing of coxes - (redacted) - Race Upload to Web Scorer - (redacted) - Timing Sheets & Race Orders - (redacted) - Finish turning bouy - SB - Start & Finish Signs - SB - Start posts - SB - Finish Post - SB - Safety Briefing - LB - Presentations - SB/ SP - BROE - Results Return - (redacted) - print out results / read out - (redacted) / SB - Book post event cleaner - KD <p style="text-align: right;">Catch up meeting – Thursday 18th Jan at 19:00</p>	
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10	Next Meeting	TBC	All
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