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| **Date** | 4 March 2024 | **Location** | SBC Club Room |
| **Time** | 7pm |  |
| **Committee** | Mark Appleton (MA), Sara Peace (SP), Luke Barnett (LB), Nic Danby (ND), Jane Palmer (JP), Bob Jones (BJ) |
| **Copied** | **Captain** | Stew Barnett (SB) |

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| **Item** | **Header** | **Notes** | **Lead** |
| **1** | **Apologies** | Denise White (DW), Kez Danks (KD), Debbie Edwards (DE) | **SP** |
| **3** | **Welcome / Guests** | Ryan Clarke (RC) |  **SP** |
| **4** | **Previous Minutes** | Minutes of previous meeting approved. | **SP** |
| **5** | **Outstanding Actions** | Reviewed | **SP** |

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| **5. Management Matters** |
| 5a | Membership Report | * DW on holiday – no official report
* New Members:
	+ [REDACTED]
	+ [REDACTED]
	+ [REDACTED]
 | **All** |
| 5b | Finance Report | * Finance Report to be sent out shortly
* Comment from MA - with the card machine being used for both bar transactions and sandwiches, it is difficult to separate the two in the accounts.
* Junior Fundraising
	+ From their ergo challenge, the juniors managed to raise £1,467, which they are looking to get match funding to double the funds.
	+ Juniors also looking to get onto the Tesco Club Card initiative.
	+ Funds to be put towards an RP3 – Dynamic Ergo
* As a club we need to look at doing more fund-raising initiatives – ideas from members welcome.
* Expenditure Policy – if expenditure exceeds £1,000 it must go through the committee for approval – this will help with budgeting.
 | **MA** |
| 5c | Grounds & Maintenance | * KD on holiday – no official report
* Broken 5th step – now repaired
* Gate light – now fixed
* Drain jetting –completed
* Carpark plainings – KD to action
	+ [REDACTED] has offered support
* Bar fridge leak – Fixed
* Kitchen project
	+ Due to budget restraints this must be done in stages.
	+ Extractor and cooker to be prioritised.
 | **All** |
| 5d | Bar / Social / Functions | * KD on holiday – no official report
* Bar plan
	+ KD to share with whole committee the formal plans for the bar and the outlined agreement for review and approval
 | **All** |
| 5e | Social Media & Website  | * Committee thanks Adie for her fantastic support in setting up the member’s section of the website
* ND now has access to back of website and can amend details if necessary
 | **SP** |

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| **6. Rowing Matters** |
| 6a | Captain’s Report | * Vyrwy Camp
	+ Great show of interest from all areas of the club
	+ Master, Juniors and Seniors all attending
* Masters Ladies Training
	+ River levels have made it difficult for proper squad training. When conditions improve the aim is to get out and train together.
* Senior Women
	+ Squad continues to get stronger with [REDACTED] at the helm
* Senior Men
	+ [REDACTED]’s squad have now joined up with the rest of the senior mens squad.
	+ Successful cohesion of two squads. Training going well on and off the water.
* Master Men
	+ The masters mens squad have now consolidated and are training together.
* Learn 2 Row
	+ 11 People have now signed up
	+ Training to begin 24th April
* Lifetime membership
	+ [REDACTED] has confirmed he would like to be a life member.
	+ His membership will be FOC until the formal vote at September’s AGM
	+ SB proposed [REDACTED] & [REDACTED] to become lifetime members
		- Formal rational to be presented at next committee meeting.
* Launches
	+ SB would like to purchase another Cat – with budgets in mind, this will be on hold for the time being.
* Club Toilets
	+ The toilets are not in great shape
	+ Do we want to advertise for a cleaner to come in once a week?
		- Committee Approved
* Downstairs Toilets
	+ Currently wasted space.
	+ LB and [REDACTED] have looked into funding options to restore them.
 | **SB** |
| 6b | Junior Rowing | * We are in need of new members
	+ Junior numbers are at a low
	+ Currently have 20 active junior members
	+ If we can get the coaching/coordinating structure in place, we can become the junior leaders in the region
	+ Recruitment needed to support with junior coordination
		- Possibly [REDACTED]?
		- RC to approach junior parents.
* Stourport High School Project
	+ 64 students have expressed interest in rowing as an extracurricular sporting activity
	+ SHS is willing to pay for a coach to get the students up to scratch
	+ SHS initiative to start 17 April
	+ Students aged 13-14 required
	+ Sessions are from 15:30-17:00
	+ RC and SB to organize – [REDACTED], [REDACTED], [REDACTED], and [REDACTED] might be able to support.
* Junior Coordinator
	+ In addition to coaching, the juniors also need someone to coordinate them.
	+ Someone we will need to recruited
 | **RC** |

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| **7. Compliance Matters** |
| 7a | Health & safety (Including fire & river safety) | * Near Misses – LB to send out notification regarding reporting near misses.
* LB to put up posters around the club to report near misses.
* LB to look at servicing life jackets
 | **LB** |
| 7c | Welfare  | * Welfare Officer Responsibilities
	+ Before we have an influx of new juniors, we need to ensure welfare processes/procedures are in place.
	+ Under review
 | **All** |
| **8**  | Secretariat  | * Appointments of new treasurer notification
	+ No volunteers have come forward.
	+ See contingency plan below (Item 9a)
* Appointment of events and regatta secretary
	+ No volunteers have come forward
	+ See contingency plan below (Item 9b)
 | **ND** |

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| **9 AOB** |
| 9a | Appointment of new Treasurer | * As no volunteers have come forward, we may need to look at outsourcing this at the boat club’s expense.
* SP – has accounting contact to outsource role to
* ND – to send out final notification to members asking for volunteers
 | **ND/MA** |
| 9b | Appointment of Events and Regatta Secretary | * As no volunteers have come forward a committee is to be formed to share the roles and responsibilities
* SB to coordinate
 | **ND/SB** |
| 9c | Learn 2 Row | * 11 People have come forward
* Training to commence April 24th
 | **SB** |
| 9d | Canoeist Community Project | * Canoeist facility usage request for under privileged children project
	+ They want to run 2hour session once a week for 6 weeks.
	+ The project is funded by a community initiative
	+ This requires someone to be down the club whilst they use the facilities
	+ Insurances are all in place
 | **SB** |
| 9e | Regatta Committee | * First meeting on XXX
 | **SB** |
| 9f | Supporting Neurodivergence  | * Neurodivergence
	+ JP produced educational content regarding neurodivergence and how to make reasonable adjustments .
	+ ND to put content on members section of website.
	+ ND to break content down in bite sized content for publication on SBC Connect
	+ Coaches and key members in squad to read and apply reasonable adjustments
 | **JP** |
| 9g | Junior Rowing | * See item 6B
 | **RC** |

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| **10** | **Next Meeting** | **Monday 15th April, 19:00** | **All** |