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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** |