



Stourport Boat Club Management Committee MEETING MINUTES



Date	15 April 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) Jimmy Watson (JW) Denise White (DW)		
Copied		Captain	Stew Barnett (SB)

Item	Header	Notes	Lead
1	Apologies		SP
3	Welcome / Guests	Dan Rowley	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 stepping down as membership secretary. • ND to advertise for new membership secretary. • GoCardless <ul style="list-style-type: none"> ○ MA enquired into how much we pay GoCardless? ○ The concern being the fees could take a significant chunk from our overall membership fees ○ DW believes it is a percentage rather than a flat fee per transaction. ○ DW to confirm • Membership is down at 99 members. <ul style="list-style-type: none"> ○ Recruitment plans are in place, including the SHS initiative and Learn2Row program starting this month • DW to chase members on renewal of membership <ul style="list-style-type: none"> ○ Only 25% have members have renewed so far. 	All
5b	Finance Report	<ul style="list-style-type: none"> • MA presented finance report. • Membership fees are down year-on-year: <ul style="list-style-type: none"> ○ 2022 - £43.8 k ○ 2023 - £37.6 k ○ 2024 - £32.8 k • PPL fee (£487/a) was asked about – we need this to play music – this is the lowest we can get it. • Sportilizer <ul style="list-style-type: none"> ○ It was asked is it worth the £325/a for only 12 members? ○ Could we incorporate them into ICrew or set up a WhatsApp group with juniors and parents as an alternative? ○ Action: MA & SB to talk to junior parents and ask if someone would like to support the coaching team in a coordination role with a 	MA



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		<ul style="list-style-type: none"> • D&G Boiler <ul style="list-style-type: none"> ○ MA – raised that £45/month for boiler servicing seems excessive ○ All agreed. ○ Action: MA to speak with D&G to cancel direct debit following the next service in June. • It was noted sponsorship really helped the club at last year’s regatta, acknowledgement of [REDACTED] work in making that a success <ul style="list-style-type: none"> ○ Regatta committee to ask [REDACTED] if he would be willing to support with that again this year • British Rowing Welfare Course <ul style="list-style-type: none"> ○ JP asked for funding for her and BJ to go on the course. ○ Committee approved. • Annual Servicing <ul style="list-style-type: none"> ○ Action: Committee to diarize and put on Box various services that need to be done over the year, including: <ul style="list-style-type: none"> ▪ Fire extinguishers ▪ Boiler servicing ▪ Alarm systems ▪ PAT testing • Grants and funding <ul style="list-style-type: none"> ○ SP has volunteering [REDACTED] to look into funding/grants available to us, including: <ul style="list-style-type: none"> ▪ North Worcestershire Water Management 	
5c	Grounds & Maintenance	<ul style="list-style-type: none"> • LB asked if KD had resigned from the Committee. <ul style="list-style-type: none"> ○ DW confirmed he had. ○ Action: KD to put into writing to SP ○ Action: KD to give log in details for all relevant club systems, including cameras, fire alarms, and security systems, to SB 	All
5d	Bar / Social / Functions	<ul style="list-style-type: none"> • DW confirmed KD will also be resigning from bar management too, due to other work commitments. • Action: KD to confirm this in writing. All log-in details and admin access details should also be included for smooth transition. • Action: SP to announce to membership and thank KD for his time and efforts over the years <ul style="list-style-type: none"> ○ KD will be staying on for the upcoming private function (20-21 Apr) • Other upcoming event to consider: <ul style="list-style-type: none"> ○ Chicken Run – 25 August • LB suggests going forward we have a volunteer member run bar. • Action: LB to look into bar licensing options 	All



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5e	Social Media & Website	<ul style="list-style-type: none"> • Committee welcomes back JW after returning from travels down under • Passwords and Admin <ul style="list-style-type: none"> ○ Action: KD to waive SBC social media admin rights and provide JW with all log-in details • Club Photo <ul style="list-style-type: none"> ○ JW to coordinate with whole club group photo for social media and website purposes. This to be done on annual basis. • Content <ul style="list-style-type: none"> ○ Throughout regatta season, JW to take photos of racing and winning crews to promote on social media. 	JW
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6. Rowing Matters

6a	Captain's Report	<ul style="list-style-type: none"> • Lake Vyrnwy <ul style="list-style-type: none"> ○ Fantastic turnout for the Vyrnwy camp from all groups of the club. ○ Despite mixed weather conditions, some dodgy accommodation and a few issues with the launch, we eventually pulled it all together and made some great memories and got in some valuable on water time. Coaches were able to spend some quality time alongside their squads. • Gloucester Spring Head 17th March <ul style="list-style-type: none"> ○ A number of crews entered Gloucester head. The Senior men's eight which is still very much in development put up a commendable performance. Their goal was to beat Hereford and they easily did that. We were all very pleased with this result. ○ The Senior Women's four of [REDACTED] showed their class easily beating their opposition despite a slight encounter with a tree. ○ [REDACTED] also won Mas F double sculls. Conditions were very challenging and some coped better than others. • The Eights Head of the River Race March 23rd <ul style="list-style-type: none"> ○ The Senior Men Eight having spent a lot of time in the gym and not much time on the water needed a goal to aim at. The iconic Championship course from Mortlake to Putney is always a challenge. ○ The majority of the crew had never rowed on the Tideway before, and it was great to experience their excitement and eager anticipation. The Eights Head is always a great spectacle, and I was keen that they should get as much time on the course as possible so we boated from Quentin. 	SB
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		<ul style="list-style-type: none"> ○ The row back to Quentin is a thing to behold probably one of the worst experiences in rowing after you've just emptied the tank on the 4 1/4 mile course. ○ But the beer in the Quentin Bar and all the banter after is always worth it. They'll be back next year! ● Wins to Date: <ul style="list-style-type: none"> ○ Women 4 ○ Men 2 ○ Mixed 1 ○ Total 7 ● Learn2Row & SHS initiative <ul style="list-style-type: none"> ○ Going forward, the Stourport High School project is starting this Wednesday 17th and next week 24th our long awaited LTR begins. 	
6b	Junior Rowing	<ul style="list-style-type: none"> ● Junior Coordinator <ul style="list-style-type: none"> ○ MA & SB to hold parents meeting and ask for volunteers to support 	SB

7. Compliance Matters

7a	Health & safety (Including fire & river safety)	<ul style="list-style-type: none"> ● Battery pads have now been replaced on defibrillator. ● Wet floor signs are now available. ● Safety plan and risk assessment now distributed to all members. ● Fire extinguishers are due for inspection in 2024 <ul style="list-style-type: none"> ▪ Action: LB to look at getting sorted ● DW – asked if the fire alarm are up to date <ul style="list-style-type: none"> ▪ Action: LB to speak with fire alarm people to find out when the next service is ● First Aiders <ul style="list-style-type: none"> ▪ LB has asked members who has first aid qualifications. ▪ BR advises we have 5 first aiders. ▪ LB asked if the club would be willing to put people through their first aid if needed? – Committee approved 	LB
7c	Welfare	<ul style="list-style-type: none"> ● DW to run through how to do DBS checks – [REDACTED] to have his done as a test. ● Action: JP to publicise that she is now a Club Welfare Officer – notification to go on FB Connect and on club noticeboards ● SB Asked: Are we allowed to be proactive with welfare? Are allowed outright ask if someone is ok? <ul style="list-style-type: none"> ○ SP & JP Confirmed, yes it is. ○ It's everyone's responsibility to take note of welfare issues and report them to the 	All



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		<p>welfare officer if anything has been observed.</p> <ul style="list-style-type: none"> ○ Comms to go out to membership about how observations can be reported. ● British Rowing Welfare Course <ul style="list-style-type: none"> ○ JP and BJ to go on this. 	
8	Secretariat	<ul style="list-style-type: none"> ● New Committee Mailbox <ul style="list-style-type: none"> ○ Action: All committee members to set up the new mailbox on their devices. ○ ND has updated the contact information on the website. ○ Action: ND to speak with AIM Internet, to ensure the contact form is re-directed to the new mailbox ● Downstairs Postal Boxes <ul style="list-style-type: none"> ○ Health & safety box – to be removed. ○ Captains box – leave ○ Treasurer box – to remove – this to be replaced with a notice saying to email photo of reimbursable receipts directly to treasurer email ○ Junior mailbox – ND to speak to [REDACTED], do we still want to keep this? ○ Action: ND to get notice board up of all committee members 	ND

9 AOB			
9a	Sewerage Levels	<ul style="list-style-type: none"> ● River sewerage levels – currently moderate ● The fuller the river is the worse the sewerage levels ● We can get chemical testing kits. ● We can apply for our section of the river to be nominated as a ‘bathing section’ of the river ● Action: SP – to look into chemical testing 	SP
9b	Bar Licensing	<ul style="list-style-type: none"> ● LB to look at how the bar can be run and what licensing is required. 	SP
9c	Members Survey	<ul style="list-style-type: none"> ● Action: ND to compose a draft survey based on 2019’s survey ● Once approved by committee ND to distribute to membership. ● Committee can then be steered as to what to focus on based on findings. ● Question to consider: <ul style="list-style-type: none"> ○ “Do you think your membership is value for money?” ○ “What should we look to prioritize investment in?” 	SP
9d	Lawn Cutting Rota	<ul style="list-style-type: none"> ● DW to confirm if the sit in mower in the lock up is KD’s 	SB



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		<ul style="list-style-type: none"> • A member has agreed to look at fixing the mower, providing DW confirms that it does not belong to KD. • SB to organise mowing rota 	
9e	Regatta Planning	<ul style="list-style-type: none"> • Action: ND to set a date for first regatta committee meeting • Members to ask: <ul style="list-style-type: none"> ○ [REDACTED] ○ LB ○ ND ○ [REDACTED] – Catering ○ SP ○ [REDACTED] ○ SB ○ JP ○ [REDACTED] ○ [REDACTED] 	All
9f	Fund-raising initiatives	<ul style="list-style-type: none"> • Committee to support Women’s squad with fun raising • SP volunteered SB to look at funding a grant options for the club. 	All
	AOB	<ul style="list-style-type: none"> • Downstairs toilets <ul style="list-style-type: none"> ○ Biggest complaint from last year’s regatta was the lack of toilet facilities. ○ Committee to look at options at re-installing these. • Paid cleaner <ul style="list-style-type: none"> ○ Action: ND to advertise internally the paid position of cleaner <ul style="list-style-type: none"> ▪ £15/hour for 2hours per week 	
10	Next Meeting	TBC	All