



Stourport Boat Club Management Committee MEETING MINUTES



Date	11 Feb 2025	Location	SBC Club Room
Time	19.00		
Committee	Jane Palmer (JP) Liz Danby (LD) Nic Danby (ND) Mark Appleton (MA) Matt Gould (MG) Andy Harris (AH) Ben Palmer (BP) and Luke Barnett (LB) Jo Harris (JH),		
Copied	Sara Peace (SP)	Captain	Stew Barnett (SB)

Item	Header	Notes	Lead
1	Apologies	Jimmy Watson (JW) Deb Barnett (DB) Stew Barnett (SB)	All
2	Welcome / Guests	NA	-
3	Previous Minutes	Reviewed and approved	All
4	Outstanding Actions	Reviewed	All

5. Management Matters

5a	Membership Report	<ul style="list-style-type: none">No incomers or leavers this monthNew Rates<ul style="list-style-type: none">Action: LD to email all members, confirming the new rates starting from 1 April – Also – showing members how to set up payment method through the Club's payment system rather than Club HubThe full payment option (with 5% discount) will be offered – though the club's payment system we save the 1% charge we would usually get from Club HubPayment Dates<ul style="list-style-type: none">Currently direct debits are coming in at random days throughout the monthWe are moving so that the payment is taken out on one fixed day (e.g. 1st Month)This makes monitoring membership much easierCommittee agrees with this move.[Redacted]	LD
5b	Finance Report	<ul style="list-style-type: none">P & L<ul style="list-style-type: none">Generally, it has been a good financial yearDue to end at the end of MarchNo huge expensesWe have paid for the new quad, but that is not reflected in the P&L – that is getting CapitalizedMA wasn't sure how to treat the £3.4K fundraising<ul style="list-style-type: none">Committee to decide where that is going in the P&L	MA



Stourport Boat Club Management Committee MEETING MINUTES



		<ul style="list-style-type: none"> ○ Highlights <ul style="list-style-type: none"> ▪ Membership fees – huge increase from last year we went from £33K back up to £38K ▪ Regatta £15.6K excellent intake ▪ Bar sales and breakfast – big increase <ul style="list-style-type: none"> • Includes chili evening • Port and Stilton ▪ Boat maintenance costs – this is quite a chunky number <ul style="list-style-type: none"> • it includes the Bont shoe fittings – this may need to go into a ‘club equipment’ category • May need to capitalized? ▪ Property maintenance costs are quite large - £2.2K <ul style="list-style-type: none"> • This includes new stairs • Treatment of dry rot • More to come into this with plaster work ○ Profits – just over £32K 	
5c	Grounds & Maintenance	<ul style="list-style-type: none"> • Plastering <ul style="list-style-type: none"> ○ Plastering is booked in ○ He said he can do it when he’s free – aiming end of March/start of April ○ That’s inside plastering and outside ○ Costs £1,000 • Stairs <ul style="list-style-type: none"> ○ Metals steps are being installed • Flooring <ul style="list-style-type: none"> ○ Company coming soon ○ Two flooring options - Poly or Architrave ○ They’re coming to measure in the next week or two • Balcony <ul style="list-style-type: none"> ○ The main issue is the corner -there is water damage to the concrete – no proper drainage ○ If its just the cement – it will be a builder ○ Action: MG to look into it – Gary Knight might have a contact? • Sewerage Pump <ul style="list-style-type: none"> ○ Servicing – CSG quoted £300/£400 ○ AH – when will the Swifts start contributing to the maintenance? ○ First step to identify what the exact issue is, what the solution is, and what the associated costs are <ul style="list-style-type: none"> ▪ Once that is established, we go to the Swifts with costs 	MG



Stourport Boat Club Management Committee MEETING MINUTES



		<ul style="list-style-type: none"> <ul style="list-style-type: none"> ▪ Action: SB liaise with Swifts once we have a full picture <ul style="list-style-type: none"> ○ We need to get it done regardless ○ Committee agrees to CSG quote • Downstairs Toilets <ul style="list-style-type: none"> ○ LB and AH has progressed the working party ○ LB would like to get this completed before the regatta ○ Action: LB to update the committee on what the next steps are following the working party meeting. 	
5d	Bar / Social / Functions	<ul style="list-style-type: none"> • Lee Licensee <ul style="list-style-type: none"> ○ Lee now has his license and will be taking over the primary license holder role ○ Paul Danby to continue as secondary licensee • Club Quiz <ul style="list-style-type: none"> ○ Action: LB to speak with Andy Aston to see if he still wants to host a club quiz night • Upcoming events: <ul style="list-style-type: none"> ○ Alice Dorrel 18th Birthday ○ Lee's Birthday ○ Curry Club <ul style="list-style-type: none"> ▪ DB and SP to liaise ○ Pool Tournament – successful, we would like to do this once a month • New Years Party <ul style="list-style-type: none"> ○ JH – would that be of interest? ○ The committee would be keen to do this again 	All
5e	Social Media & Website	<ul style="list-style-type: none"> • LB suggests combining the general SBC and SBC women's pages <ul style="list-style-type: none"> ○ It would be good to get the club united under one social media page ○ Committee concurs ○ Action: JW to speak with Ella to see if she would be keen to take over the SBC main account? • Succession planning <ul style="list-style-type: none"> ○ Is there a password available to multiple members so no one person has control over the club's social media platforms? ○ Action: JW to centralise log in details • Social Media Scheduling <ul style="list-style-type: none"> ○ Action: ND to show JW Buffer • Facebook Group – Stourport BC Connect <ul style="list-style-type: none"> ○ LB raises – what's the constitution of that group? ○ Is this specifically for SBC members or for friends of SBC too ○ The content is rowing and social related ○ The group description should be changed to say 'friends of SBC' are also welcome on this page. 	JW



Stourport Boat Club Management Committee MEETING MINUTES



		<ul style="list-style-type: none"> ○ Committee agreed – the page is for both members and friends of SBC – with a view to remove members on ad-hoc basis if deemed necessary ○ Action: JW to update group description for clarity 	
5f	Fund raising initiatives	<ul style="list-style-type: none"> • Rowing Foundation <ul style="list-style-type: none"> ○ SP has emailed Tessa on 10th Feb with the invoice for the new quad. ○ Tessa had previously confirmed the foundation would pay us half the value of the new quad to the sum of £4,000 ○ SP emailed Tessa stating we couldn't find a quad at £8,000 total, would they be willing to increase their contribution <ul style="list-style-type: none"> ▪ SP await reply from this email ▪ Action SP to update committee on any news • Lottery Funding <ul style="list-style-type: none"> ○ SP awaiting update from her original communication asking for £15K ○ No response as of yet ○ They meet twice a year in March and November • Go Row Funding <ul style="list-style-type: none"> ○ Ben has had a look at possible funding, but seems to be a no-goer ○ To be re-visited at a later date • Stourport Fundraising Ball – 7 June <ul style="list-style-type: none"> ○ Jenny and Chris continuing with plan ○ Marquee rental man coming in to measure up ○ Action: AH to ask Chis and Jenny for an update on how things are progressing. 	SP

6. Rowing Matters

6a	Captain's Report	<ul style="list-style-type: none"> • To be circulated to membership 	SB
6b	Junior Rowing	<ul style="list-style-type: none"> • Hi-Viz <ul style="list-style-type: none"> ○ Juniors know they need to wear Hi-Viz ○ We need some smaller hi-viz tops ○ Action: LD to sources smaller high viz tops ○ Hi-viz tops to be readily available • Junior members <ul style="list-style-type: none"> ○ New Group headed up by Ben and Lee – 16 <ul style="list-style-type: none"> ▪ There is now a waiting list for new juniors to join ○ Older Juniors headed up by Ryan – 9 ○ Total – 25 • 10 crews entered into Junior interregional event: <ul style="list-style-type: none"> ○ 3 crews from older group 	BP



Stourport Boat Club Management Committee MEETING MINUTES



		<ul style="list-style-type: none"> ○ 7 crews from younger group 	
6c	Coaching & Development	<ul style="list-style-type: none"> • Stew to provide update • We've had a few enquiries • Launch Driving Course <ul style="list-style-type: none"> ○ To be picked up again 	SB
6d	Fleet Maintenance	<ul style="list-style-type: none"> • Jerry Maiden Riggers <ul style="list-style-type: none"> ○ This is all sorted – riggers have been found • Smaller Bont shoes for juniors – these would be owned by the club and lent out to them as and when required <ul style="list-style-type: none"> ○ Action: SB to look at options 	All

7. Compliance Matters

7a	Health & Safety (Including Fire & River Safety)	<ul style="list-style-type: none"> • No incidents reported this month • Junior framework & parents guide <ul style="list-style-type: none"> ○ Lee, JH, Ryan and BP met to discuss a parents guide & junior framework documents. ○ JP – we re-did that last year ○ Action: JH to finalise the new versions and distribute. • New safety plan <ul style="list-style-type: none"> ○ Completed and circulated ○ Action: ND to put it onto the website • Circulation plan <ul style="list-style-type: none"> ○ To be done ○ Action: JH to take a digital OS map and annotate it with the circulation pattern • Safety Boards <ul style="list-style-type: none"> ○ JH has taken measurement ○ Action: JH to update the boards with welfare and safety information ○ Action: JH to remove the sign-in-sign-out board as it is not used and put into storage • Fire Alarm Inspection <ul style="list-style-type: none"> ○ Sorted and booked ○ Invoice submitted to MA • Fire Extinguishers <ul style="list-style-type: none"> ○ Coming in on 27th Feb to do the inspection ○ LB, AH and JH to attend inspection • Life Jackets <ul style="list-style-type: none"> ○ Action: JH to look into servicing ○ BewdleyRC has got a contact ○ 	JH
7b	Insurance	<ul style="list-style-type: none"> • Breakdown Cover <ul style="list-style-type: none"> ○ LB has made arrangements for this ○ We're with Green Flag, which includes: 	LB



Stourport Boat Club Management Committee MEETING MINUTES



		<ul style="list-style-type: none">▪ Nationwide recovery▪ Not European cover yet – but we can add it▪ Trailer recovery○ Action: LB to put the documents in the glove compartment of truck• Truck Insurance<ul style="list-style-type: none">○ LB has added Tim Dorrel onto the truck insurance○ Current named drivers include:<ul style="list-style-type: none">▪ Tim Dorrel▪ Jim Watson▪ Stew Barnett▪ Jamie Wrafter	
7c	Welfare	<ul style="list-style-type: none">• No issues reported• Caroline Dimambro has stepped up to take on assistant welfare officer:<ul style="list-style-type: none">○ Just waiting on her DBS check○ She's booked onto her training courses○ Caroline will have access to the welfare mailbox○ Committee thanks her for her support	JP

8. Secretariat

8a	Committee Mailbox & Callendar	<ul style="list-style-type: none">• Communal Inbox<ul style="list-style-type: none">○ ND, with the support of JP and BP will take ownership of incoming enquiries and forward to the relevant people.○ The Google inbox – is just for incoming enquiries○ Further correspondence to be done directly with individual committee members.• Action Tracker<ul style="list-style-type: none">○ To help monitor ongoing projects an action tracker will be updated by all committee members○ To be reviewed at each meeting	ND
----	-------------------------------	--	-----------

9 AOB

9a	Land registry	<ul style="list-style-type: none">• There is currently nothing registered against the club in the land registry• It is just a block of land• We need to register the club with the Land Registry• Action: Trustee need to do this – LB to speak with Trustees	LB/SP
9b	Revised Constitution	<ul style="list-style-type: none">• Tony Gavin to send LB a PDF copy to the club's constitution	LB



Stourport Boat Club Management Committee MEETING MINUTES



9c	Stourport Relief Road	<ul style="list-style-type: none"> The Stourport Civic Society has put a proposal together - the new road being build over the cricket and rugby pitches leading onto Power Station Rd MP Mark Garnier taking it to Parliament All the more reason to get registered on the Land Registry asap 	All
9d	Megaphones	<ul style="list-style-type: none"> Completed New megaphones now in club store ready for next event. 	ND
9e	Club Kit	<ul style="list-style-type: none"> Stitch order window due to close <ul style="list-style-type: none"> Members to be notified if they are looking for a racing AIO they've got to have the classic strip The quirky designs are not race legal For the next order window – this needs to be made clear 	JW
9f	HRR Club Category Consultation	<ul style="list-style-type: none"> HRR are hosting a meeting for clubs to attend asking what sort of events they would like to see in the program specifically with clubs in mind <ul style="list-style-type: none"> JW and SB to attend meeting to represent SBC 	JW
9g	Event Dates	<ul style="list-style-type: none"> With the recent cancellation of our heads - LB would like to move our Head dates to more reliable times of the year Proposed times: <ul style="list-style-type: none"> Small Boats Head - October Stourport Head – March To change this, it takes a bit of time We need to mindful not to clash with big national events LD – we used to have a date in October Action: LB to look at possible dates 	LB
9h	Junior Inter Regionals – 2 nd March	<ul style="list-style-type: none"> LB has uploaded the rota on Box Three divisions from 07:30 – 17:00 Members and Junior parents support required SBC roles required <ul style="list-style-type: none"> Safety boat x 2 <ul style="list-style-type: none"> Suggested drivers: <ul style="list-style-type: none"> Ade P Gary H Pete S Tim H Stu P Suggested support: <ul style="list-style-type: none"> AH LB Start marshal Bank marshal Trailer parking <ul style="list-style-type: none"> TBC River safety 	All



Stourport Boat Club Management Committee MEETING MINUTES



		<ul style="list-style-type: none"> ▪ JH ○ Catering <ul style="list-style-type: none"> ▪ Action: JP to coordinate rota (in DB stead) and cake request ▪ Simple catering – teas, coffee, and catering ▪ Junior parents to support ○ Coach parking ○ Start timer – ND ○ Finish Timer - LD • Action: LB to organise event meeting week commencing 17th Feb • Action: LB to organise pre-event meeting 1st March • Action: LB to communicate to members regarding no rowing on Sunday 2nd March 	
9i	George Handley	<ul style="list-style-type: none"> • With SB • Boat to be re-furbed • Time is off the essence • Action: SB to implement naming ceremony 	All
9j	Letters to member	<ul style="list-style-type: none"> • JH has drafted a letter to members about the member's sub-group • To confirm, there would be one sub-group • Areas of focus to include: <ul style="list-style-type: none"> ○ The 150th anniversary celebrations with be the priority initiative ○ Fund raising initiatives ○ Club strategy ○ Thinking of ways to engage with the wider Stourport town <ul style="list-style-type: none"> ▪ Join the river carnival to celebrate 150th anniversary • JH would be there to facilitate but not participate directly – she would also act as the management committee rep • The idea being that members of all sectors have their say of the wider club strategy – helping with continuity. 	JH
9k	Water Testing	<ul style="list-style-type: none"> • CARP - Tim Schmeising-Barnes point of contact • He requires two or three volunteers to do the water testing training • More information to follow 	JH
10	Next Committee Meeting	Tuesday 11 Mar, 19:00	All