



Stourport Boat Club Management Committee MEETING MINUTES



Date	15 May 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	SP	All
2	Welcome / Guests	NA	-
3	Previous Minutes	Reviewed	All
4	Outstanding Actions	<ul style="list-style-type: none"> • Upton Rowing Club proposal – LB has emailed them about it, but has had no response back from them • Stool Upholstery - DB has made a start • Facebook Admin – BP is now set up as an admin • Land Registry <ul style="list-style-type: none"> ○ Action: LB to get update from SP on progress • Bont Shoe System – (See 6d) • Janousek Boat Repair – Completed • Life Jacket Servicing (see 7a) • Club BR Affiliation – Completed • Steering Committee (see 9d) • Winter Head Dates – LB awaiting response from BR about changing the dates for our heads • Head of the Severn <ul style="list-style-type: none"> ○ Action: LB to pick back up • Security Fencing – Completed <ul style="list-style-type: none"> ○ Committee thanks Chris Bird for coordinating and all members for their support 	All
	General Committee Update	<ul style="list-style-type: none"> • JW has confirmed he will be stepping down from the committee but will continue to support social media activities. <ul style="list-style-type: none"> ○ Action: The committee will advertise the open position to the wider membership. ○ Claud has already expressed interest, which would be a great opportunity to have representation from the Development Squad. • Committee members who are planning to step down in September are encouraged to begin canvassing potential replacements in advance to avoid last-minute pressure or disruption. 	

5. Management Matters

5a	Membership Report	<ul style="list-style-type: none"> • Membership Update <ul style="list-style-type: none"> ○ The majority of members have now paid their membership fees. 	LD
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		<ul style="list-style-type: none"> ○ Action: LD to follow up with the remaining outstanding members. <ul style="list-style-type: none"> ▪ [REDACTED] ▪ [REDACTED] ○ While a few members have left the club, we have welcomed many new members through the Learn to Row (L2R) initiatives. ● Racking <ul style="list-style-type: none"> ○ A boat currently stored in the clubhouse will be moved to the compound, as no racking fees have been paid. ● Membership Numbers <ul style="list-style-type: none"> ○ Membership remains healthy, currently standing at 146 members, including 8 life members. 	
5b	Finance Report	<ul style="list-style-type: none"> ● Card Machines <ul style="list-style-type: none"> ○ We are paying £20/month for both black card machines ○ We will keep the on for a bit as they are good back up, if the sum-up machines fail 	MA
5c	Grounds & Maintenance	<ul style="list-style-type: none"> ● Toilet Upgrade <ul style="list-style-type: none"> ○ Good progress is being made ● Changing Rooms <ul style="list-style-type: none"> ○ The disabled area has been found to be rotten and not waterproof. ○ Proper repairs would incur an additional cost of £800. ○ The committee voted and agreed to proceed with the additional work to address the issue now rather than delay. ● Ice Machine <ul style="list-style-type: none"> ○ Currently, Lee is spending approximately £80 per event on ice. ○ A second-hand ice machine is available for £180. ○ While not high-spec, it is expected to last 2–3 years. <ul style="list-style-type: none"> ▪ MG raised the question of whether this would be a worthwhile investment for long-term cost savings. ○ The committee agreed to go ahead with the purchase. ● Plasterer <ul style="list-style-type: none"> ○ Two quotes were received for plastering: <ul style="list-style-type: none"> ▪ £1,600 for a higher-spec option with waterproof render ▪ £1,300 for a standard finish without waterproofing ○ The committee agreed to proceed with the higher-spec option to better protect against future flood damage. ● Ivy removal 	MG



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		<ul style="list-style-type: none"> ○ Ivy is growing along the side of the club and beginning to encroach into the gym. ○ Action: MG to speak with Ryan about the best method for removal. ● Boat Shed Extension <ul style="list-style-type: none"> ○ MG suggested including a potential boat shed extension in the club's 5-year development plan. ○ The committee agreed this should be considered. 	
5d	Bar / Social / Functions	<ul style="list-style-type: none"> ● Upcoming socials <ul style="list-style-type: none"> ○ Italian night/L2R Regatta – Friday 30th May ● Cash flow <ul style="list-style-type: none"> ○ Lee is currently using a significant amount of his personal funds to re-stock the bar, although he is reimbursed afterward. ○ DB Suggestion – If Lee places a pre-order with Bookers, he can send the itemized proposed invoice to MA in advance, allowing MA to make the payment upfront. 	All
5e	Social Media & Website	<ul style="list-style-type: none"> ● Recent wins have been shared on Facebook Connect. <ul style="list-style-type: none"> ○ Action: JW to also publish these updates on the club's public social media pages. ○ Action: JW to provide BP with login details for the social media accounts, enabling direct content uploads. 	JW
5f	Fund raising initiatives	<ul style="list-style-type: none"> ● Action: SP to update the committee on the progress of applications. ● JP's Henley Swim: <ul style="list-style-type: none"> ○ Unfortunately, the event has been cancelled. 	SP

6. Rowing Matters

6a	Captain's Report	<ul style="list-style-type: none"> ● Nigel Geery Proposal <ul style="list-style-type: none"> ○ Would like to set up a rowing team out of SBC for King Charles I High School ○ Some initial questions were raised around welfare considerations and regulatory compliance. <ul style="list-style-type: none"> ▪ The proposal is still in the early exploratory phase, and Nigel is seeking to understand whether the club would be open to such an initiative. ▪ In principle, the club is open to the idea, provided that all relevant regulations and welfare policies are strictly followed, and that the arrangement is financially viable for the club ○ Action: LB to follow up with Nigel to confirm that the club is open to exploring the 	
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proposal, subject to compliance with required policies and financial feasibility.

- Captains Report

With the new Regatta season well underway the club is in a great place. we already have 33 wins year to date and look forward to many more.

Our new young Junior squad have been a great success and have already took wins from all three Regattas they have attended.

It was great to see such enthusiastic support on the bank at both Evesham and Shrewsbury last weekend was a fantastic atmosphere. We had 7 out of 10 wins on the Saturday from all sections of the club Senior men and Women Masters and Juniors. 11 wins in total for the weekend!!

The learn to row this year is extremely popular we have 20 people signed up and they are all well into their course. Progress has been quick thanks to our fantastic group of helpers and sit ins.

Many of the new LTR's are Junior Parents and are really keen to learn having watched their kids doing so well.

Last years Learn to rowers are already helping teach the new people. This is really helping support the social side of the club too with our functions proving a huge success. Curry night Mexican night and soon an Italian night!

The summer ball is due in June and this should be a really great event everyone togged up in their finest and a brilliant band booked!

We are in a good place financially and have been able to purchase a brand new lightweight Quad.

The Bont Quick release system is also proving a great success with lots of members now owning their own shoes. Lots of ladies are thrilled to be able to put a pair of shoes in the boat that actually fit. 16 boats now have the system fitted, so if you've ever had a shoe problem in a boat get yourself a new pair of shoes!

The landing stage continues to cause boat damage and the looms of the blades are getting more and more scuffed and scraped it will cause them to fail if they wear too much. So, until we can come up with a summer solution for the low landing stage please be careful how fast you come into land



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		<p>and try not to let the blade scrape along the concrete.</p> <p>Please continue to let me know of any boat damage or missing or worn parts and always report damage on iCrew.</p> <p>keep the boats nice and clean and pay particular attention to seat runners and wheels.</p> <p>On other fronts the stairs have been replaced and the changing rooms and downstairs toilets are being reinstated. We also have a new security fence the entire length of the grounds adjacent to the old sports center.</p> <p>The costs for these initiatives have been kept to a minimum by people volunteering to help. Thankyou to all concerned you know who you are.</p> <p>I am Captain of rowing and that is my passion but I have come to realize that we are so much more than a rowing club and we cannot continue our success without the funds to buy and maintain our equipment.</p> <p>We will need to continue to cox and coach our new members so if you're able to give some help to any new crews please come forward.</p> <p>Coaching is a really important part of rowing if you want to go on a coaching course please let us know.</p> <p>Here's to a great Regatta season and many more SBC wins!!</p> <p>SB</p>	
6b	Junior Rowing	<ul style="list-style-type: none"> • Junior Email Box <ul style="list-style-type: none"> ○ BP has set up a dedicated junior email account, with access provided to all junior coaches and welfare officers. ○ Action: BP to send the email address to ND, who will publish it on the SBC website. • Junior Section Name Change <ul style="list-style-type: none"> ○ Proposed new name: “Stourport Boat Club Academy.” <ul style="list-style-type: none"> ▪ BP noted that using the term “academy” may improve access to funding opportunities. ▪ Action: BP to investigate whether any additional steps are required for the club to be officially recognised as an “academy.” 	
6c	Coaching & Development	<ul style="list-style-type: none"> • JH - Next week marks the final week of the L2R program for most participants. 	



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		<ul style="list-style-type: none"> ○ There is a need for more structured integration of L2R participants into the wider club. ○ Action SB to rig an eight for them to row as an octuple. <ul style="list-style-type: none"> ▪ They can take it out on the proviso that they take it out with a launch ○ BP – Asked whether the L2R rowers will continue with sculling. <ul style="list-style-type: none"> ▪ JH - Some will remain in sculling for now, while others will begin transitioning to sweep rowing. ● Squad Support <ul style="list-style-type: none"> ○ JH Suggested setting up a rota for training sessions to support L2R rowers. <ul style="list-style-type: none"> ▪ SB Suggests - Paul D to take on recreational rowers at SBC. Squads to bring on the competitive members ● Recreational Rowing <ul style="list-style-type: none"> ○ Claud has been working to coordinate the existing development squad. <ul style="list-style-type: none"> ▪ Action: PD to speak with Claud to offer support. ○ Action: SB to arrange a meeting with the current development squad and L2R newcomers to assess their interest in pursuing recreational or competitive rowing. ● Umpire Training Session ● Action: LD to speak with PD about running an umpire session for new rowers, covering what to expect on race day. 	
6d	Fleet Maintenance	<ul style="list-style-type: none"> ● Jane Ryman Double <ul style="list-style-type: none"> ○ Jane to speak to SB about possible racking ○ SB – reckons there is room in the club for her double ● Bont Shoe System <ul style="list-style-type: none"> ○ Action: SB t build rack for club Bont shoes ○ Action: BP to let SB know which junior boats are to have the Bony system installed 	

7. Compliance Matters

7a	Health & Safety (Including Fire & River Safety)	<ul style="list-style-type: none"> ● Incidents: <ul style="list-style-type: none"> ○ 1 collision ○ 2 capsizes ● Incident Reporting <ul style="list-style-type: none"> ○ Action: Squad Coordinators to remind members to report all incidents directly to Jo. ○ Action JH to draft a standard incident notification template for coordinators to distribute to members. 	JH
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		<ul style="list-style-type: none"> • Life Jacket Servicing <ul style="list-style-type: none"> ○ JH has completed an inventory of the club's life jackets – a total of 13. ○ An enquiry has been sent to a servicing company in Devon; a response is pending. ○ It was suggested that a minimum of 5 life jackets should remain available at the club at all times. ○ BP recommended sending the life jackets for servicing after the regatta, as this is typically a quieter time for the club. <ul style="list-style-type: none"> ▪ The committee agreed • Life Jacket and Throw Line Training <ul style="list-style-type: none"> ○ SB proposed introducing training on how to properly use life jackets and throw lines. ○ JP suggested this should be included in the Learn to Row (L2R) induction sessions. ○ ND recommended incorporating it into the capsiz drill. 	
7b	Insurance	<ul style="list-style-type: none"> • Claim <ul style="list-style-type: none"> ○ LB has submitted a claim for the recent write-off of the heavyweight double, valued at £1,800. ○ The insurance company may require substantiating evidence to support the claim. ○ It was suggested that the claim payout be used to purchase a second-hand boat of equivalent quality. <ul style="list-style-type: none"> ▪ The committee agreed with this proposal. 	LB
7c	Welfare	<ul style="list-style-type: none"> • Questions raised regarding the Nigel Geery proposal (see 6a) 	JP

8. Secretariat

8a	Secretariat	<ul style="list-style-type: none"> • ND continues to monitor the mailbox and distribute emails to relevant committee members on an ad hoc basis. • Action: ND to assist MA with accessing Box. 	
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9 AOB

9a	Regatta Planning	<ul style="list-style-type: none"> • It's time to initiate preparations for the upcoming regatta. <ul style="list-style-type: none"> ○ Action: LB to begin coordinating efforts, assign roles, and schedule initial planning meetings. <ul style="list-style-type: none"> ▪ Entries Secretary – Paul D happy to take this on and mentor Jodie and Hannah ▪ Rota Management: To be led by Jodie and Hannah, with support from SB. 	All
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		<ul style="list-style-type: none"> • JP - Would it be worth, before sending rota out, liaising with squad coordinators • Agreed <ul style="list-style-type: none"> ▪ Event Poster: Paul D to design and produce the event poster. • Special Event <ul style="list-style-type: none"> ○ SB – we should do a unique event, perhaps a Power Sprint with prize money and a special tanker? <ul style="list-style-type: none"> ▪ DB – maybe we should do a recreational event to get them new member more involved? ▪ The committee agree that would be a great idea ▪ To be discussed in more detail by the Regatta Committee. • CRT license <ul style="list-style-type: none"> ○ Canal & River Trust – to be done 6 weeks before event ○ Action: LB to assist JH with the CRT licensing process. • Card machine <ul style="list-style-type: none"> ○ It was noted that Evesham experienced issues with card machine failures during their event. ○ MA: Confirmed that we have sufficient card machines available, and our SumUp devices operate using SIM cards, so they do not require Wi-Fi. 	
9b	L2R – Next Steps	<ul style="list-style-type: none"> • See 6C 	JH
9c	L2R Regatta/Italian Night	<ul style="list-style-type: none"> • Proposed date Friday 30th May • PD has said he would put on some Pizza • Action: notification to get out on FB connect 	DB
9d	150 Anniversary Celebrations	<ul style="list-style-type: none"> • Steering Committee <ul style="list-style-type: none"> ○ Only two volunteers have come forward so far. ○ JH has set up a suggestion box for members to submit suggestions on how they would like the club to celebrate its 150th anniversary. ○ Action: Committee members to approach specific individuals to encourage participation in the 150th Anniversary Working Group. • Henley Row Past <ul style="list-style-type: none"> ○ We need to find out how and when we apply to do this as well as costs ○ Action: LB to speak to SP (LB thinks she was looking into it) • Special Events for the 2026 Regatta <ul style="list-style-type: none"> ○ Proposed events to include: 	JH



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		<ul style="list-style-type: none"> ▪ Men's Eights ▪ Women's Eights ▪ Novice Events ○ It was suggested that a small additional fee per seat could be charged for entries to these special races to cover the cost of commemorative pots. • Next Steps <ul style="list-style-type: none"> ○ Once the 2025 regatta is complete, the committee will begin focusing more actively on planning for the 150th anniversary celebrations. 	
9e	SBC Club Uplift Day	<ul style="list-style-type: none"> • MG highlighted that several labour-intensive projects need to be completed and will require broad member participation. These include: <ul style="list-style-type: none"> ○ Painting (interior and exterior) ○ Raking the car park ○ Weeding ○ Cleaning up the compound ○ Ivy removal • MG proposed organising a Club Clean-Up Day, encouraging all members to get involved and lend a hand. • AH emphasised the importance of proper preparation: <ul style="list-style-type: none"> ○ Tools and equipment should be organised in advance. ○ Key members should be designated to coordinate specific tasks to maintain focus and motivation throughout the day. • Proposed Dates: <ul style="list-style-type: none"> ○ Stourport Regatta: 9th–10th August ○ Regatta Bank Clean-Up: 2nd–3rd August ○ Suggested Clean-Up Weekend: 19th–20th July ○ Action: MG to create a detailed plan and prepare communications to send out to members. 	MG
9f	Junior Coaches RYA Licenses	<ul style="list-style-type: none"> • Training session is available in September <ul style="list-style-type: none"> ○ Action: BP to liaise with Lee, Beth and Lil Stu regarding best weekend to do the training 	BP
9g	Landing Stage Solution	<ul style="list-style-type: none"> • Landing Stage <ul style="list-style-type: none"> ○ The current landing stage is no longer fit for purpose and is causing damage to boats. ○ A temporary summer solution is in place using wooden planks; however, these are not ideal and are difficult to install. • Proposed Alternative: Floating Pontoon <ul style="list-style-type: none"> ○ A more viable option would be the installation of a floating pontoon system. <ul style="list-style-type: none"> ▪ Requires 5 sections at an estimated total cost of £10,000. ▪ The pontoon would be secured to the 	SB



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		<ul style="list-style-type: none"> existing concrete using chains. <ul style="list-style-type: none"> ▪ This represents a significantly more cost-effective solution compared to the previously proposed £100,000 permanent build. ○ Recommendation: Include the floating pontoon as a consideration in the club's 5-year development plan. 	
9h	Waste	<ul style="list-style-type: none"> • MA contacted Biffa regarding the current waste management contract. <ul style="list-style-type: none"> ○ The previous rate was £50.27 per lift per week. • MA obtained a comparison quote from Business Waste, offering a significantly lower rate of £17 per lift per week. • MA shared the comparison with Biffa, who agreed to match the price. <ul style="list-style-type: none"> ○ This negotiation has reduced our annual spend with Biffa by approximately £1,700. • Currently, we are charged per lift. It's important to ensure only one bin is filled at a time, as filling multiple bins may result in additional charges. • The contract term is May 2025 – April 2026, with a three-month notice period required for cancellation. <ul style="list-style-type: none"> ○ Action: Add an annual agenda item to review the waste management contract before the renewal deadline. • We need to be aware of the segregation waste legislation <ul style="list-style-type: none"> ○ Businesses as off next year will be required to segregate their recycling waste and general waste ○ We have separate bins - it may save us money by recycling 	MA
9i	Committee	<ul style="list-style-type: none"> • Committee, if planning • JW has confirmed he's stepping down from the committee, but will continue to support social media activities <ul style="list-style-type: none"> ○ Action: Committee to advertise that there is a position open for the committee <ul style="list-style-type: none"> ▪ Claud has already expressed interest in taking it on ▪ Great to have representation from dev squad 	LB
9j	SBC Historic Archiving	<ul style="list-style-type: none"> • We have quite a few interesting old documents in the lock up • Action: BP to looking to properly archiving this document and digitizing them. • Trophy Cabinet – LB to look at options 	BP
10	Next Committee Meeting	Tuesday 10 June 19:00	All