



Stourport Boat Club Management Committee MEETING MINUTES



Date	10 June 2025	Location	SBC Club Room
Time	19.30		
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	<ul style="list-style-type: none"> SP AH BP 	All
2	Welcome / Guests	NA	-
3	Previous Minutes	Reviewed	All
4	Outstanding Actions	<p>Head of the Severn – Date Confirmation</p> <ul style="list-style-type: none"> LB has sent a date request to BR and is awaiting a response. <p>Committee Vacancy</p> <ul style="list-style-type: none"> Action: ND to advertise the vacancy via Spond. <p>Single Boat – Payment Outstanding</p> <ul style="list-style-type: none"> Payment is still outstanding If not collected, it will either be added to SBC stock or sold. <p>Ivy Removal</p> <ul style="list-style-type: none"> MG has spoken to Ryan, who will remove the ivy when available. Clarification is needed on the exact boundary lines. <p>Land Registry</p> <ul style="list-style-type: none"> Action: SP to provide an update on the land registry application. <p>Junior Email</p> <ul style="list-style-type: none"> Action: ND to liaise with BP to ensure the junior email is listed on the website. <p>Development Squad</p> <ul style="list-style-type: none"> Action: LD to speak with PD about arranging an umpire talk with the Learn to Row squad. <p>Bont System</p> <ul style="list-style-type: none"> Juniors to decide on shoe selection at the end of the season. <p>Regatta Planning</p> <ul style="list-style-type: none"> LB has started a tracking document and will begin populating roles. Action: LB to set up a dedicated regatta planning space. PD has completed the event poster. <ul style="list-style-type: none"> Sprint 8s: To be advertised externally; otherwise, BR rules must be applied. Prize: To be determined. <p>Canal & River Trust</p> <ul style="list-style-type: none"> LB has provided the necessary information to JH and offered support. JH has created an account. 	All



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		<ul style="list-style-type: none"> Action: JH to gather the relevant information. <p>Italian Night</p> <ul style="list-style-type: none"> Completed successfully with excellent feedback from members. <p>150th Anniversary Participation</p> <ul style="list-style-type: none"> Action: Committee to encourage member participation in events and activities. <p>Club Uplift Day – 19th–20th July</p> <ul style="list-style-type: none"> Ryan will assist with weeding and ivy removal. General clean-up and maintenance will take place. Proposed tasks: <ul style="list-style-type: none"> Car park raking Painting Compound clean-up <p>Launch Driving Course</p> <ul style="list-style-type: none"> Action: BP to coordinate with Stu Campbell, Beth, and Lee to schedule a course date in September. <p>Waste Management</p> <ul style="list-style-type: none"> Refunds are being received as payments are made in advance. <p>Document Archiving</p> <ul style="list-style-type: none"> Action: BP to look into archiving old documents. <p>Trophy Cabinet</p> <ul style="list-style-type: none"> Action: DB is researching options and has found some potential cabinets on eBay. Possible location: Main room. 	
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5. Management Matters			
5a	Membership Report	<p>Membership & Sign-Ups</p> <ul style="list-style-type: none"> All existing members are up to date with payments. Current membership count: 142 (including Lifetime and Vice President memberships). New junior sign-ups are coming through. Learn to Row (L2R): 8 signed up so far <ul style="list-style-type: none"> Others have expressed interest and may sign up soon. <p>Individual Matters</p> <ul style="list-style-type: none"> [REDACTED] Action: JP to speak to BR regarding safeguarding considerations. 	LD
5b	Finance Report	<p>Charity Ball</p> <ul style="list-style-type: none"> Finances are not yet finalized. <ul style="list-style-type: none"> Some stock still needs to be returned. Once final stock levels are confirmed and costs deducted, profits can be calculated. The marquee was not VAT registered – VAT can be reclaimed. Estimated profit: £5,000 – £8,000. Positive feedback from members – the Committee 	MA



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		<p>thanks Jenny, Chris, and the bar team for their efforts.</p> <ul style="list-style-type: none"> Possible repeat event next year. <ul style="list-style-type: none"> Lessons learned around stock ordering will be taken into account. <p>Recent Expenditure</p> <ul style="list-style-type: none"> Projects: <ul style="list-style-type: none"> Changing rooms: estimated cost now closer to £16,000. Fencing: fully costed. 	
5c	Grounds & Maintenance	<p>Flat Roof</p> <ul style="list-style-type: none"> Concerns raised about soft spots and concrete damage. MG noted this needs investigating – could be a significant project. <ul style="list-style-type: none"> Is there sufficient funding? <ul style="list-style-type: none"> If deemed unsafe, it must be addressed. Action: MG to contact a flat roof contractor for pricing. <p>Outside Noticeboard</p> <ul style="list-style-type: none"> Do we want to keep it? Action: MG to investigate removal or refurbishment. Skip needed? <ul style="list-style-type: none"> DB noted a lot of old items in the club. Committee agreed a skip might be worthwhile. <p>Cellar Chiller Unit</p> <ul style="list-style-type: none"> Pipe was frozen and has broken. Beer supplier recommends storing beer at 55°F – current temp is 60°F. Typically, beer is only stored the day before an event (except Regatta week). Running the unit constantly would significantly impact bar profits. Ken to inspect the broken unit and provide a repair quote. Smaller air-con unit currently used is inadequate. Need to evaluate whether repair or replacement is more cost-effective. <ul style="list-style-type: none"> Action: MG to follow up with cost options. <p>Ice Machine</p> <ul style="list-style-type: none"> Decision needed on placement. Suggested location: behind the kitchen door in the gym. <ul style="list-style-type: none"> Committee agrees 	MG
5d	Bar / Social / Functions	<p>Italian Night:</p> <ul style="list-style-type: none"> Very successful with positive feedback from new and existing members. <p>Summer Ball:</p> <ul style="list-style-type: none"> Also, a great success and well attended. Committee thanks Jenny, Chris, Lee, Andy, and the bar team for their work. 	All



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		Next Theme Night: <ul style="list-style-type: none"> Possibly something in July – Greek-themed suggested. MG: Could be tied in with a Club Uplift Day. 	
5e	Social Media & Website	Facebook Presence <ul style="list-style-type: none"> [REDACTED] Facebook Connect: <ul style="list-style-type: none"> Andy Aston remains the admin and cannot be removed as he created the page. LB and SP also have admin rights. Ideally, the account should be linked to a committee-owned email address. 	JW

6. Rowing Matters

6a	Captain's Report	Captain's Report <ul style="list-style-type: none"> Refer to full Captain's Report for details. 	
6b	Junior Rowing	<ul style="list-style-type: none"> Nothing additional to report at this time 	
6c	Learn 2 Row	Learn to Row (L2R) <ul style="list-style-type: none"> This season's L2R programme went very well. Debrief to be held by the L2R team: <ul style="list-style-type: none"> What went well What didn't go well What can be improved or carried over to the next session SB: Suggestion to consider introducing sweep rowing. Waiting List <ul style="list-style-type: none"> SB: Proposed setting up a waiting list for future L2R intakes. <ul style="list-style-type: none"> Action: If someone can create and maintain the list, JP will keep it updated. SB would like to admit new rowers on an ad-hoc basis. LD: Concern raised about integrating new rowers mid-programme, as existing L2R participants may already have more experience. Experienced Rowers <ul style="list-style-type: none"> SB: Recruiting more experienced rowers should be a focus for next year. 	
6d	Coaching and Development	Development Squad <ul style="list-style-type: none"> Stu Campbell is doing an excellent job leading the Development Squad. JP: Noted that Stu is integrating the L2R cohort into the squad effectively. Some members of the Development Squad are now experienced enough to row independently, allowing Stu to focus on the newer rowers. 	SB



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		<ul style="list-style-type: none"> Some rowers may be ready to move into more established squads. SB: It may be worth introducing sweep rowing at this level as well. 	
6e	Fleet Maintenance	<p>Equipment Damage</p> <ul style="list-style-type: none"> Noted that some recent damage to boats could have been avoided. Older members may be struggling to lift boats properly, contributing to damage. <ul style="list-style-type: none"> Action: SB to address this concern with the relevant members. <p>Membership Accountability</p> <ul style="list-style-type: none"> Emphasis needed on members taking responsibility for equipment condition. Cultural shift required to prioritise care and maintenance of club boats. <ul style="list-style-type: none"> Reminders include: <ul style="list-style-type: none"> Replacing tennis balls on riggers Cleaning boats before returning them to racks Members not storing boats correctly should be held accountable. SB: Noted that the current state of the landing stage contributes to issues. LB: Agreed that members need to be more careful overall. <p>New Members</p> <ul style="list-style-type: none"> Clear guidance should be given to new members on: <ul style="list-style-type: none"> Proper boat cleaning procedures How to lift and handle boats safely when removing from and returning to racks 	SB

7. Compliance Matters

7a	Health & Safety (Including Fire & River Safety)	<p>Life Jacket Servicing</p> <ul style="list-style-type: none"> Quoted at £15 per jacket for servicing, plus the cost of any required parts. Servicing takes approximately 2 weeks. The provider will take 50% of the jackets at a time. This means we'll be left with around 6–7 jackets during the process. <ul style="list-style-type: none"> LB: That may be too few—enough only for two launches and two coxed boats. JH: Suggested smaller batches of 3–4 jackets instead. <ul style="list-style-type: none"> All agreed to proceed with smaller batches. <p>Water Testing</p> <ul style="list-style-type: none"> System is now in place Test box to be stored downstairs in the storeroom or in a cabinet. 	JH
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		Defibrillator <ul style="list-style-type: none">• Pads need replacing every 2 years.• Battery needs replacing every 5 years.• These have been serviced recently.• A flashing light will indicate when servicing is required.• Stourport Council will fund future replacements. Incidents <ul style="list-style-type: none">○ [REDACTED]○ LB: Suggested a group conversation to discuss these issues directly.<ul style="list-style-type: none">▪ Agreed.▪ Action: JH and LB to meet with older members, share concerns, and agree a sensible path forward.	
7b	Insurance	Heavyweight Double – Insurance Write-Off <ul style="list-style-type: none">• Insurance payout confirmed: £1,250. Truck Insurance Renewal <ul style="list-style-type: none">• Cost: £994, includes:<ul style="list-style-type: none">○ Breakdown cover○ European travel• Named drivers at maximum capacity<ul style="list-style-type: none">○ Current named drivers:<ul style="list-style-type: none">▪ Stew Barnett▪ Jimmy Watson▪ Jamie Wrafter▪ Ade Palmer▪ Tim Dorrel• Action: LB to speak to Jamie Wrafter—he will need to be replaced by Mark Tunley, as Mark will be towing to Banyoles.	LB
7c	Welfare	<ul style="list-style-type: none">• Nothing to report at this time	JP

8. Secretariat

8a	Secretariat	Truck Tax <ul style="list-style-type: none">• Now paid for another 12 months• Renewal date diarised for next year	ND
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9. AOB

9b	Regatta Planning	Regatta Planning <ul style="list-style-type: none">• LB has completed the action tracker and begun assigning roles.• JH suggested involving Squad Coordinators to nominate representatives for the Regatta Organising Committee – agreed.• MA, DB & DB – many junior parents would be willing to help with the regatta.	LB
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		<ul style="list-style-type: none"> • Poster is completed. • Canal & River Trust License – JH is working on it. 	
9c	Nigel Geary Proposal	Student Rowing Initiative (Nigel's Proposal) <ul style="list-style-type: none"> • [REDACTED] • Committee: <ul style="list-style-type: none"> ○ Supports the initiative in principle. ○ Current proposed offer is not financially viable. ○ Action: LB to draw up final proposal for committee to review 	SB
9d	Council Sponsorship	<ul style="list-style-type: none"> ▪ Council expressed interest in sponsoring a child from a council estate. <ul style="list-style-type: none"> ○ Committee on board in principle 	JH
9e	Landing Stage	Landing Stage <ul style="list-style-type: none"> • A full floating landing stage solution would cost approximately £25K. • A partial solution (enough to boat an eight) would cost around £12.5K. • The current landing stage is no longer fit for purpose and is contributing to equipment damage. • SB proposed establishing a dedicated fund specifically for this project. • The committee agreed this should be included within the club's broader capital spending strategy, alongside other urgent priorities. • £2K has already been ring-fenced towards the project. • MA suggested raising the proposal at the AGM for wider member input – this was agreed. • JH emphasised the need to fundraise and engage local businesses. <ul style="list-style-type: none"> ○ Noted that messaging must be carefully managed, as the club is already planning a fundraising campaign for the 150th anniversary. ○ The landing stage project could potentially be incorporated as part of the 150th anniversary initiative. 	SB
9f	150 Anniversary	150th Anniversary Planning & Sponsorship Strategy <ul style="list-style-type: none"> ▪ JH reported that Phil Smith has offered to approach businesses for fundraising support, leveraging his professional background. He is fully on board. ▪ Phil has drafted a sponsorship letter, which requires committee approval on the wording. ▪ The committee needs to define sponsorship packages and their associated pricing. ▪ Ideas include: <ul style="list-style-type: none"> ▪ Banners on gabions and railings ▪ Promotion on the website and social media ▪ A small, printed sponsorship brochure ▪ It was noted that current regatta sponsorship prices are too low and should be reviewed. 	JH



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		<p>150th Planning Timeline</p> <ul style="list-style-type: none"> LB asked about the timeline for 150th planning. JH stated planning needs to begin now. LB suggested beginning formal planning after this year's regatta, including: Following up with this year's sponsors to introduce plans for next year. Action: LB to forward Andy Aston's sponsorship prospect list to JH. <p>Next Steps</p> <ul style="list-style-type: none"> Sponsorship Packages: <ul style="list-style-type: none"> Action: Draft sponsorship offerings for the 150th to be discussed at the next regatta meeting. Henley Row Past: <ul style="list-style-type: none"> Action: LB to catch up with SP for an update. Giveaways for Next Year's Regatta: <ul style="list-style-type: none"> JH presented a Chester Rowing Club thermal bottle as a potential item. <ul style="list-style-type: none"> The committee liked the idea, noting it's cost-effective. Membership Suggestions: <ul style="list-style-type: none"> 27 suggestions have been received from members. Action: JH to upload these to Box to share with the 150th committee. 150th Summer Ball: <ul style="list-style-type: none"> DB suggested hosting another Summer Ball to mark the occasion. The committee agreed it would be a great addition to the celebrations. 	
9g	Stourport Carnival	<ul style="list-style-type: none"> JH confirmed that the application is ready. Boggy has kindly offered a flatbed vehicle for use. The committee is happy to proceed with this arrangement. JH has shared the idea with members, who have responded with a lot of enthusiasm. JH suggested the possibility of getting three eights out for the river parade. Action: JH to submit the application. 	AH/JH
9h	Outside Bar	<ul style="list-style-type: none"> JH noted that the outdoor downstairs bar worked really well — is this something we might consider installing permanently? The committee is supportive of the idea. There was a suggestion to use a shipping container for this purpose. This would make good use of the lawn space. 	AH/JH
9i	Anti-Social Youths	<ul style="list-style-type: none"> Some individuals were seen using a rubber dinghy and launching it from the landing stage. 'Private Property' signs are in place, but some may have been removed. 	DB



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		▪ We need to check and replace any missing signs.	
10	Next Committee Meeting	Tuesday 8 July 19:00	All