



Stourport Boat Club Management Committee MEETING MINUTES



Date	26 August 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), Luke Barnett (LB) Jo Harris (JH), Claudine Harmon (CH) Deb Barnett (DB)		
Copied	Sara Peace (SP)	Captain	Stew Barnett (SB)

Item	Header	Notes	Lead
1	Apologies	<ul style="list-style-type: none">None	All
2	Welcome / Guests	<ul style="list-style-type: none">Welcome to CH who has recently been co-opted onto the committee	-
3	Farewell with Thanks	<ul style="list-style-type: none">BP stepping down from Committee and Junior Coach<ul style="list-style-type: none">The committee extends its sincere thanks to BP for his valuable service on the committee and for his dedication and contributions as a junior coach.	All
4	Previous Minutes	<ul style="list-style-type: none">New Members<ul style="list-style-type: none">AH suggested a rowing workshop.Umpires session: What to expect when attending events.Pete and Deb to provide guidance on steering.Regatta<ul style="list-style-type: none">Successful event – well done to members for their efforts.Positive feedback from visiting clubs.Profit: £18.5K (see finance report).150th Anniversary<ul style="list-style-type: none">With the regatta complete, focus shifts to recruiting support.Committee to outline specific tasks required.Launch Driving Courses<ul style="list-style-type: none">Beth leaving; Lee, Ben & Stu to attend.Action: AH to speak to Lee regarding organisation.Trophies & Display Cabinet<ul style="list-style-type: none">Old jacket to be put back on display.DB has explored cabinet options.Action: DB to share options with committee.[REDACTED]Flat Roof<ul style="list-style-type: none">Chris Bird: roof needs to dry out; some areas still spongy.SB contacted Gary Howson to liaise with Andy Holford (builder/friend of club) for assessment.Action: SB to follow up with Gary Howson.Outside Noticeboard<ul style="list-style-type: none">Old board removed.JG queried replacement; committee agreed.Action: MG to source and install new noticeboard.	All



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		<ul style="list-style-type: none"> • Chiller <ul style="list-style-type: none"> ○ Paid for. • REDACTED • Learn to Row Waiting List <ul style="list-style-type: none"> ○ Currently being updated on Box. • Damage to Boats/Equipment <ul style="list-style-type: none"> ○ SB has spoken to suspected members. ○ To be monitored. • Older Members – Health & Safety Concerns <ul style="list-style-type: none"> ○ SB: Spoken to older members; they agreed to be more careful. ○ Adult members responsible for self-assessing risks and taking appropriate action. ○ Members must notify the club of relevant medical conditions. ○ Members are liable for their own safety. • Nigel Geary Proposal <ul style="list-style-type: none"> ○ Plan has fallen through; no further action required. • Carnival <ul style="list-style-type: none"> ○ JH contacted organisers about participation. ○ Many masters away for the Worlds; will not participate this year, but will plan for next year. • Hi-Viz Safety <ul style="list-style-type: none"> ○ As per safety plan - a minimum of all bow seats and singles needs to be in high viz and this is crew responsibility not just the individual. ○ JH: Ensure members wear Hi-Viz when singling or at bow. ○ ND: Visibility important with approaching winter. ○ SP: Hi-Viz easier in winter; can be too warm in summer. 	
5	Outstanding Actions		All

5. Management Matters

5a	Membership Report	<ul style="list-style-type: none"> • New Members: 4 • New Racking: 1 • Total Members: 189 (including life members) <ul style="list-style-type: none"> ○ Significant increase compared to this time last year. • Membership Issues <ul style="list-style-type: none"> ○ Some juniors have purchased a race licence with British Rowing (BR) and listed SBC as their club but have not paid SBC membership fees. ○ Coordinators to manage and ensure all squad members are fully paid SBC members. <ul style="list-style-type: none"> ▪ Action: LD to liaise with coordinators and resolve any issues. ○ Induction guide is available for reference. 	LD
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		<ul style="list-style-type: none"> • Removal of Boat <ul style="list-style-type: none"> ○ Refer to AOB section below. • Club Cohesion & Culture <ul style="list-style-type: none"> ○ Noted as much improved over the last 12 months. 	
5b	Finance Report	<ul style="list-style-type: none"> • Costs <ul style="list-style-type: none"> ○ British Rowing seat money: £9,197 • Outstanding Income <ul style="list-style-type: none"> ○ SBC Member Race Entries ○ SB: Difficult to monitor with high participation; something to consider for future events. ○ Action: Coordinators to chase members for payment. • Pizza Pitch Fee <ul style="list-style-type: none"> ○ Action: ND to follow up. • Income <ul style="list-style-type: none"> ○ Sponsorship: £6,230 <ul style="list-style-type: none"> ▪ Costs: £1,189 → Profit: £5,041 ○ Hospitality: £7,000 <ul style="list-style-type: none"> ▪ Includes bar, BBQ, and cakes. ▪ Consider separate bank accounts for bar and food in future. ○ Entry Fees <ul style="list-style-type: none"> ▪ Coordinators to chase outstanding payments. ○ Total Profit <ul style="list-style-type: none"> ▪ £ 18,498 → £4K increase from last year ▪ Club cash position: £76K <ul style="list-style-type: none"> • Approx. £12K to be allocated for insurance → remaining £64K • Sufficient funds remain for boat refurbishments. • Sum-Up Machine Issues <ul style="list-style-type: none"> ○ Some Wi-Fi connectivity problems occurred. ○ JH: Wi-Fi boosters are available cost-effectively; has a contact who supplies to campsites. 	MA
5c	Grounds & Maintenance	<ul style="list-style-type: none"> • Ice Machine <ul style="list-style-type: none"> ○ Action: MG to move it as its in the way at the moment • Skid marks in Car Park <ul style="list-style-type: none"> ○ MG has noticed it happened a few times ○ This will damage cars ○ SB to look at camera footage when it next happens 	MG
5d	Bar / Social / Functions	<ul style="list-style-type: none"> • Next Social Night <ul style="list-style-type: none"> ○ To be arranged post- World Masters 	All



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		<ul style="list-style-type: none"> ○ Maybe • Dinner Dance – 18th October <ul style="list-style-type: none"> ○ Juniors would be welcome ○ Action: ND to ask venue if there's any issue with juniors attending the venue ○ Trophies <ul style="list-style-type: none"> ▪ Action: ND to speak to previous winners of the trophies to bring them back in for engraving • Port & Stilton (Sunday before Christmas) • Tank has the club room booked on 31st Oct 	
5e	Social Media & Website	<ul style="list-style-type: none"> • REDACTED • 150th <ul style="list-style-type: none"> ○ Ahead of this we will need to be much more active on social media, to get more present on ○ Action: ND will offer support to Ella and Jimmy ○ Action: LB to speak to Jim to see what his plan is for the next 12-month regard social media 	All
5f	Fundraising Initiatives	<ul style="list-style-type: none"> • Lottery Fund <ul style="list-style-type: none"> ○ SP submitted an initial application in March for £150K for a new landing stage. ○ Initial applications will be reviewed in November. ○ Likely feedback expected in December. • Fundraising Sub-Committee <ul style="list-style-type: none"> ○ SB: Phil and Bob Eaton have volunteered to support fundraising efforts. ○ JH: Gabby (L2R) is experienced in fundraising and may be a valuable addition to the sub-committee. • Local Council Support <ul style="list-style-type: none"> ○ Ross Rowing Club received £250K to refurbish their club. ○ SP spoke to Tauston from Ross, who offered guidance and support if needed. • Public Relations & Community Engagement <ul style="list-style-type: none"> ○ Active community engagement is important to support fundraising goals. ○ Social media activities will also play a key role in promoting efforts. 	SP
5g	AGM	<ul style="list-style-type: none"> • Proposed Date & Time <ul style="list-style-type: none"> ○ Sunday 12th October at 10:30am ○ Action: ND to notify membership. • Committee Members Stepping Down / Undecided <ul style="list-style-type: none"> ○ JP <ul style="list-style-type: none"> ▪ LD: Suggested Caroline might be willing. ▪ Action: MG to raise the subject with her. ○ MA <ul style="list-style-type: none"> ▪ Would continue if supported with bookkeeping. 	



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		<ul style="list-style-type: none">▪ Proposed split: Bookkeeping role to manage day-to-day transactions; MA to continue reporting & VAT returns.▪ Position does not require financial expertise but good organisation skills.▪ MA suggested Treasurer role should ideally be a minimum 3-year term.○ ND<ul style="list-style-type: none">▪ Offered to remain on committee but wishes to step down as Secretary.○ LB<ul style="list-style-type: none">▪ Would like to step down but is undecided.• Advertising Roles<ul style="list-style-type: none">○ Action: ND to advertise the following roles:<ul style="list-style-type: none">▪ Bookkeeper/Accountant (not necessarily a committee role)▪ Secretary▪ Welfare Officer• Committee Composition (per Constitution)<ul style="list-style-type: none">○ Treasurer○ President○ Secretary○ Up to 11 Committee Members (including the above three).• Sponsorship Role<ul style="list-style-type: none">○ MA: Should be a committee role, as sponsorship is an ongoing responsibility, not just regatta-specific. Praised Phil's excellent contribution.○ MA: Sponsorship could be a subset of Treasurer responsibilities.○ SP: Suggested the fundraising committee should include Phil so planning starts early.• Committee Continuity<ul style="list-style-type: none">○ DB: Highlighted the strong performance of the club over the past 12 months, noting it would be a shame for the committee to lose momentum.○ SP: Agreed, stressing that consolidation is key to continued success and recognising how far the committee has progressed in the past 18 months.• Members Up for Re-Election<ul style="list-style-type: none">○ Captain (SB)○ President (SP)○ Treasurer (MA)○ Secretary (ND)○ Committee Members○ Co-opted Committee Members (CH)• Captaincy<ul style="list-style-type: none">○ SB has expressed interest in stepping down but remains undecided.	
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		○ SB to confirm decision after the World Masters in September.	
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6. Rowing Matters

6a	Captain's Report	<p>Captains Report 2024/2025 season</p> <p>As we come to the end of another rowing year and we all set our sites on the winter training and our goals for 2026, its time to reflect on the season just gone and remind ourselves of what a great club we're all part of.</p> <p>We thought we'd try some new coordinator roles this year and I would like to personally thank Jodie Howson (senior Women) Jimmy Watson (senior Men) Ben Palmer (Juniors) Andy Harris (Masters Men) Liz Danby (Masters Women) and Stu Campbell (development squad) also to Steve Link who coordinates a group every Tuesday and Thursday and also his Saturday Squad. They have all done a fantastic job and made the Captains role a lot easier.</p> <p>Before I go on to talk about our rowing achievements, I think it's really important to thank all of you for supporting me and the club. Weve had some fantastic social nights and who could forget the brilliant summer ball well done to Chris and Jenny for making that happen and Chris for coordinating the brilliant reinstatement of the downstairs toilets and showers, we now have a great usable space again.</p> <p>My thanks also to my Wife Deb who not only manages to keep me on track but also organizes the catering and décor for most of our events.</p> <p>When I first took over as Captain, I intended to grow the membership base and also try and get the Junior squad built up again. We've had two highly successful learn to row courses and recruited many members off the back of them. Lots of the Learn to Rowers are now a fundamental part of the club and their help was very evident at all our social events.</p> <p>We ran a rowing introduction from Stourport High School and a small squad started to emerge. Things really changed when Ben Palmer stepped up and recruited many more. With Lee Evans and Beth Morris, the three have overseen a highly successful squad and they are a lovely group of kids. The support from them and their Parents has been a breath of fresh air at all the Regattas. They scream for SBC, win or lose.</p> <p>Men and Women have competed together; this was another great thing to see I think Mixed rowing will get bigger in the future particularly for smaller clubs like us.</p>	
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		<p>Our Bar is now regularly used and it feels friendly and welcoming, shout out to Lee and Andy for keeping it going and to all the people who support it. It's there for everyone.</p> <p>The Bont shoe system is now in most of our boats and some people have known no other way soon the days of ill-fitting shoes will be over.</p> <p>The Regatta was one of the best ever and delivered record profits, thanks to everyone who helped make it friendly and spend time to deliver a record year!</p> <p>Weve attended many Regattas this season. One of the stand out performances came from our Ladies squad who finally managed to qualify for Women's Henley and then go on to win the first round what a fantastic performance that was!</p> <p>The last Regatta of the season was at Ross at the weekend Well done to Jimmy Watson who won open singles and Nick Dawe and Andy Morris who won in their Mas D double</p> <p>The Juniors had lots of heat wins at Ross but just lost out in the finals. Once again though their incredible support for each other and for the club as a whole is just the best!</p> <p>We finished the year on 76 wins across all boat types and skill levels, men, women and Juniors. I am proud to have been Captain during this period of growth for our club.</p> <p>13 of us are off to Spain to compete in the World Masters Championships in a couple of weeks and after that it will be the AGM and your chance to vote in the next Committee and Captain as well as air any views on how we are doing and how we could do better.</p> <p>Also don't forget to book your tickets for the annual dinner dance, which is at Wharton Park again, invites have gone out today. If you haven't been before it's a great night and a great celebration of a really successful year.</p> <p>SB</p>	
6b	Junior Rowing	<ul style="list-style-type: none"> • BP sends apologies – no report • Committee thanks Ben for his support in building the junior section over the last 12 month 	BP
6c & 6d	Learn 2 Row Coaching and Development	<ul style="list-style-type: none"> • L2R Programme <ul style="list-style-type: none"> ○ Plan is not to run a new L2R programme before Christmas 	SB



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		<ul style="list-style-type: none"> Development squad is buoyant at the moment at the winter months are not conducive to learning to row Squad Integration <ul style="list-style-type: none"> Squads to start integrating the more experienced dev' members into the squad To ring them on, rowing with SB- By the end of the Winter training season, we can see who would has show commitment and put the work in the gym. That way we can establish what the competitive crews are and which are more recreational. <ul style="list-style-type: none"> ND – It's important, if you want to row competitively, for people to show commitment. For crews to grow and develop, everyone needs to attend the training JH – It's important that established members offer their support to bring on new members. Action: SB and Squad Coords (after Banyoles) to facilitate this 	
6e	Fleet Maintenance	<ul style="list-style-type: none"> Ongoing all the time <ul style="list-style-type: none"> CH - would be interested in supporting repairs. CH has experience maintaining boats. Members to take responsibility for the kit they use 	SB

7. Compliance Matters

7a	Health & Safety (Including Fire & River Safety)	<ul style="list-style-type: none"> No major issues Capsizes <ul style="list-style-type: none"> A couple which have all been reported Regatta <ul style="list-style-type: none"> We received positive feedback Life Jackets <ul style="list-style-type: none"> last batch with the servicing company Action – Once returned, JH to archive certificates and diarize the next service JH – since we have done that club clean up day – members have been mor vigilant and taken more care of life jackets and safety equipment Stagnant water in buckets <ul style="list-style-type: none"> Members encouraged to empty buckets once they have been the buckets as they are breeding ground for bacteria 	JH
7b	Insurance	<ul style="list-style-type: none"> Claims <ul style="list-style-type: none"> Two claims have been made this year. The overall loss ratio remains reasonable, so we are not anticipating a significant increase in premiums. Grays 	LB



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		<ul style="list-style-type: none">○ Scheduled for repair at Janousek, costed at £900.• Truck Insurance<ul style="list-style-type: none">○ Tank will be listed as a named driver for the World Masters.• Boat allocation<ul style="list-style-type: none">○ Concerns have been raised about inexperienced members using top-level boats.○ A system is in place to prevent bookings outside of a member's skill level.○ When experienced members row with less skilled rowers, they must ensure those members are not permitted to steer.	
7c	Welfare	<ul style="list-style-type: none">• No report• Committee thanks Jane for all her support in taking on Welfare	JP

8. Secretariat

8a	Secretariat	<ul style="list-style-type: none">• Date & Time<ul style="list-style-type: none">○ Scheduled for 12th October at 10:30am.• Actions:<ul style="list-style-type: none">○ ND: Send out <i>Save the Date</i> notification to members.○ LB: Prepare Management Committee Report and liaise with Trustees ahead of AGM.○ SP: Prepare President's Report.○ MA: Prepare Finance Report.○ ND: Send reminder to members with the following attachments:<ul style="list-style-type: none">▪ AGM Agenda▪ Captains Elect Agenda▪ Previous AGM Minutes▪ Management Committee Report• Finance Report	ND
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9. AOB

9a	REDACTED	<ul style="list-style-type: none">• REDACTED	SP
9b	L2R	<ul style="list-style-type: none">• See above (6c & 6d)	
9c	Landing Stage	<ul style="list-style-type: none">• To be discussed in the next committee period	
9d	Coaching Course	<ul style="list-style-type: none">• Separate discussion to be had	
9e	150 Year Planning	<ul style="list-style-type: none">• JH – When do we want to start planning<ul style="list-style-type: none">○ In October, following World Masters• SP – in December we can submit the Henley row over application• 150th Activities	



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		<ul style="list-style-type: none">○ Members have put forward some excellent ideas○ JH – we might need a few dates to do all these plans	
9f	Regatta Planning Meeting Dates	<ul style="list-style-type: none">● Early Planning<ul style="list-style-type: none">○ MG – We should begin planning our regatta much earlier, especially in preparation for next year's 150th.● Suppliers<ul style="list-style-type: none">○ SP – Square Blade will need to be notified by November/December if we want them at next year's regatta.● Sponsorship<ul style="list-style-type: none">○ JH – Many sponsors allocate their budgets before the end of the calendar year.○ The 150th Year and the Regatta will provide strong opportunities for sponsorship.○ Action: Committee to ask for volunteers to support with this at the upcoming AGM. SP to include this in the President's Report.● Radios<ul style="list-style-type: none">○ Paul Danby has obtained a quote to replace some of the black radios, as the batteries were unreliable at the regatta.○ The base station radio is also missing an aerial.○ These are essential to ensure the event runs smoothly.○ Cost: £638 + VAT for radios.○ Committee Vote: Approved.● Small Boats Head meeting<ul style="list-style-type: none">○ First meeting to be held – Tuesday, 30th September○ JH unavailable – but will update actions in the tracker ahead of time.	
9g	Club Security	<ul style="list-style-type: none">● Context<ul style="list-style-type: none">○ It has been noted that recently, the club has not been locked up properly. The compound was found open, lock boxes open, and doors unlocked.● Front Gate Security<ul style="list-style-type: none">○ LD: Suggested putting a chain around the front gate.○ Action: SB to investigate feasibility.● Passcode Amnesty<ul style="list-style-type: none">○ Agreement that access codes should be changed annually.○ JH: Emphasised balance — the club should remain accessible, but not a free-for-all.● Closing the Club<ul style="list-style-type: none">○ DB: Stressed the need to make all members aware of how to properly lock up the club and what to check.○ JH: Proposed having a checklist on the back of	



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		<p>the door for members to follow, including:</p> <ul style="list-style-type: none">▪ Alarm set▪ Shutter doors secured▪ Gym windows closed▪ Downstairs toilet windows closed▪ Compound gate locked▪ Do not assume someone is in the club, even if a car is in the car park <ul style="list-style-type: none">• LD: To remind members of the responsibility that comes with having a club key.	
9h	REDACTED	<ul style="list-style-type: none">• REDACTED	
10	Next Committee Meeting	To be confirmed at AGM	All