



Stourport Boat Club Management Committee MEETING MINUTES



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| Date | 10 November 2025 | Location | SBC Club Room |
| Time | 18.30 | | |
| Committee | Nic Danby (ND) Mark Appleton (MA) Matt Gould (MG) Andy Harris (AH) Jo Harris (JH) Claudine Harmon (CH) Caroline Dimambro (CD) | | |
| Copied | Sara Peace (SP) | Captain | Liz Danby (LD) |

| Item | Header | Notes | Lead |
|------|------------------|---|------|
| 1 | Apologies | Deb Barnett (DB), Ella Dimambro (ED) | All |
| 2 | Welcome / Guests | None | All |
| 3 | Previous Minutes | <ul style="list-style-type: none">• Meeting Format<ul style="list-style-type: none">○ Prior the meeting members to submit their reports on box, for other members to review ahead of the meeting, enabling us to focus on the strategy during the meetings○ Action: ND to update Box contacts• Trophy Cabinet<ul style="list-style-type: none">○ David Lloyd said he would look at building something – RC has been in contact, awaiting feedback• AGM Minutes Action<ul style="list-style-type: none">○ Club Security<ul style="list-style-type: none">▪ Locking up the club guidance▪ SP – we need some signage for this▪ Stew Barnet has been liaising with Signtech○ Lock boxes<ul style="list-style-type: none">▪ AH- could we streamline the lockbox process▪ Action: AH & MG to look at options▪ AH – We'll need to review codes periodically○ iCrew booking system issues<ul style="list-style-type: none">▪ see below○ Launch Access Process<ul style="list-style-type: none">▪ Action: This is a JH outstanding action of H&S report▪ Currently the process to get the launch it too long-winded, especially in an emergency situation▪ RC – possible solution is having an emergency-ready fuel tank which is not stored away, ready for emergency situations▪ JH to look into options○ Launch Driving Courses<ul style="list-style-type: none">▪ AH – Lee has looked into this and he could only find one going which was in the week, which he cant do▪ JH – Theres two locally, one is Aztec at Upton Warren, the other one is at a | All |



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| | | <p>sailing club in Bridgenorth (members only) Chelmarsh</p> <ul style="list-style-type: none">▪ Action: JH – to investigate options and to liaise with RC regarding who we need to complete the course<ul style="list-style-type: none">• We may have 6 which might want to go on it• LD – they are limited on who they can have on the course at any one time (2/3 people)• It's a 2-day course▪ LD – I've emailed Trimley Reservoir to see what course they have going<ul style="list-style-type: none">• Action: LD to update JH on the response | |
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4. Reports

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| 4a | Membership Report | <ul style="list-style-type: none">• Membership Report - November<ul style="list-style-type: none">○ Masters<ul style="list-style-type: none">▪ Men – 51 (1 left)▪ Women - 40 (2 new, 3 left)○ Seniors<ul style="list-style-type: none">▪ Men – 6▪ Women – 6 (1 new, 1 left)○ Juniors<ul style="list-style-type: none">▪ Men – 4 (1 left)▪ Women - 17 (1 left)○ Gym<ul style="list-style-type: none">▪ Men – 3▪ Women - 2 (1 new)○ Others (Life, Coach, Cox, Social)<ul style="list-style-type: none">▪ NA – 19○ Total - 148<ul style="list-style-type: none">▪ Men - 76▪ Women - 72• Four of the cancellations were from the Development Group.<ul style="list-style-type: none">○ Action: LD to discuss with Stu Campbell what we can do to assist the Group to get out on the water and what additional training/coaching help they may need.• Estimated membership income<ul style="list-style-type: none">○ £2,300 per month | LD |
| | | <ul style="list-style-type: none">• Membership Secretary<ul style="list-style-type: none">○ LD confirmed she was happy to continue with it for the time being○ Now that the go cardless and Spond systems are in place it should be a bit easier this year | |



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| | | <ul style="list-style-type: none"> • Junior membership <ul style="list-style-type: none"> ○ Junior membership query <ul style="list-style-type: none"> ▪ We have a junior which is not going on the water – he hasn't got a membership ▪ Parent to get in touch with RC regarding next steps ○ LD – There have been a couple of misunderstanding. There are a couple of junior that perhaps they think have signed up to be SBC members, but have only signed up to BR <ul style="list-style-type: none"> ▪ The member highlighted had a medical issue ▪ The other wont be coming back ○ RC – the junior members are named on iCrew <ul style="list-style-type: none"> ▪ LD – there are some inconsistencies on the iCrew – some are on iCrew but theyre not members | |
| 4b | Finance Report | <ul style="list-style-type: none"> • Finance Report November 2025 <ul style="list-style-type: none"> ○ Cash position ○ Main £10511 ○ Membership £22655 ○ Investment £31120 ○ Total £64286 • No significant bills or payments outstanding <hr/> <ul style="list-style-type: none"> • SP asks if we have any insurance claims going through at the moment? <ul style="list-style-type: none"> ○ The Grays is still going through ○ We are waiting for about £800 to come through. • Upcoming outgoings <ul style="list-style-type: none"> ○ Mooring fees - £500 ○ Council tax - £180 • Great position to be in especially this is after insurance has been paid | MA |
| 4c | Grounds & Maintenance Report | <ul style="list-style-type: none"> • Grounds & Maintenance November Report <ul style="list-style-type: none"> ○ The leak in the boatshed and men's upstairs loos has been identified as the water tank in the ceiling above the loos upstairs. <ul style="list-style-type: none"> ▪ MG turned it off last week and it seems to be a feeder for the loos themselves, ▪ MG will turn it on again and ask Andy M to have a look at a replacement or repair of the tank/overflow. ○ EICR is booked in for Monday the 17th and will likely take 2-3 days. | MG |



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| | | <ul style="list-style-type: none"> ▪ MG to update as/when info is received ○ Gym equipment <ul style="list-style-type: none"> ▪ MG suggests removing the current lat pull down machine and the bicep curl bench. unless anyone has any objections ▪ MG would like to replace with a functional lat pull down machine to allow for full range of movement, an inclined leg press like we used to have, and if possible an assisted dip/pullup machine. ▪ MG to seek guidance on this and to speak with coaches to see if they want anything specific also. ▪ weights flooring, <ul style="list-style-type: none"> • its uneven and degraded • MG can get some 2nd hand flooring for £200-300, • MG to review this further. ▪ Fleet <ul style="list-style-type: none"> • MG would like to investigate the fleet • how can replace/expand the fleet | |
| | | <ul style="list-style-type: none"> ▪ EICR – these last 5 years <ul style="list-style-type: none"> ○ It has been about 5 years ○ Nothing on Box to evidence that version ▪ Lat-Pulldown Machine <ul style="list-style-type: none"> ○ Do we want this ○ RC – the one in the gym is not great ▪ Bicep Curl <ul style="list-style-type: none"> ○ MG – Does anyone use this? ○ JH – The older members do ▪ Leg Press Machine <ul style="list-style-type: none"> ○ The older one was good but a bit unsafe ▪ Cross Trainer <ul style="list-style-type: none"> ○ Bob Jones uses that ▪ Treadmill <ul style="list-style-type: none"> ○ The one we have is not great ▪ A lot of the new stuff was free ▪ We will need a gym overhaul <ul style="list-style-type: none"> ○ Look at what needs to come out and be replaced ▪ Structural Integrity of Gym <ul style="list-style-type: none"> ○ Gym Floor <ul style="list-style-type: none"> ▪ In some areas it is quite soft where weights have been dropped on it ○ Crack in wall | |



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| | | <ul style="list-style-type: none"> ▪ ND - Bob Eaton highlighted a big crack in the corner of the gym ▪ Air conditioning unit might be a factor ○ Priority would be the gym structure over equipment ○ Action: MG to speak to a builder or a structural engineer <ul style="list-style-type: none"> ▪ Chris Bird might be able to support ▪ Nick Jethwa too ▪ Lockers <ul style="list-style-type: none"> ○ AH – there is no master key for the lockers <ul style="list-style-type: none"> ▪ If a member has a locker we need to know the code ▪ We may need to think about getting a deposit from members ▪ SP – the committee could allocate the code <ul style="list-style-type: none"> • We code then link the code to their membership ▪ Action: AH to looking to getting a master key from manufacturer before we communicate to membership ▪ LD – could we put them upstairs to prevent them from being flooded? <ul style="list-style-type: none"> • AH – don't really have room • LD – the spin bike areas would be ideal • SP – a lot of these don't work – we need to look at these and clear them out so we can make room | |
| 4d | Captain's Report | <ul style="list-style-type: none"> ▪ Captains Log <ul style="list-style-type: none"> ○ Head of the Dee, Sunday 26th October <ul style="list-style-type: none"> ▪ An early start on Sunday saw us heading up to Chester for the Head of the Dee. Conditions were cold and wet, and we were on the water by 7:35am — true dedication! ▪ With Jodie Howson kindly stepping into the Women's Masters Quad alongside Sara Peace, Deb Barnett, and Liz Danby, our average age dropped to Masters D. This meant racing across three age groups and giving a 45-second handicap to the older crews. Despite that challenge, the crew made up the time and took the win — fantastic result! ▪ Jodie then jumped straight into the Women's 4- with Ella Dimambro, | LD/AH |



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| | | <p>Lydia Watson, and Victoria MacAskill, and the crew went on to win that event as well. Incredible effort all round — well done, ladies!</p> <ul style="list-style-type: none">▪ A big thank you to Stew and Jimmy for providing transport and support throughout the day. <ul style="list-style-type: none">○ Upcoming Event – Monmouth Head (7th November)<ul style="list-style-type: none">▪ Entries open for Monmouth Head on 7th November. The club will be taking a trailer, so please confirm your interest with your Squad Co-ordinator or let me know directly if you'd like to race.▪ As the Small Boats Head has been cancelled, I intend holding a Women's meeting on Sunday 9th at 10am and a Men's meeting on Sunday 16th at 10am.▪ The purpose of the meetings is to plan for the season ahead and look at training and coaching requirements moving forward. Meetings to include both Seniors and Masters.▪ There will also be a meeting on Saturday 22nd Nov at 10am to discuss next years World Masters Regatta in Bled, Slovenia from 9-13th Sept 2026.▪ As we found out this year, it takes a lot of planning and the earlier you start the better! All welcome!○ Upcoming events<ul style="list-style-type: none">▪ 8th Nov – Stourport SBH (Cancelled)▪ 9th Nov - Women's Seniors and Masters Meeting▪ 15th Nov - Fours Head▪ 16th Nov - Men's Seniors and Masters Meeting▪ 7th Dec - Monmouth Winter Head▪ 28th Dec - Pudding Races | |
| | | <ul style="list-style-type: none">○ REDACED▪ Truck Fuel & Drivers<ul style="list-style-type: none">○ Drivers<ul style="list-style-type: none">▪ We need to review who we've got named on the Truck insurance; at the moment we have:<ul style="list-style-type: none">• Jimmy• Jamie | |



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| | | <ul style="list-style-type: none"> • Ade Palmer • Tank • Stew B <ul style="list-style-type: none"> ▪ We could do with a selection of people who are going to be attending events ▪ It would be useful to have someone who can tow which represents the juniors ▪ RC – it would be interesting to see what is the savings to go to any driver (over 25's only) on the truck insurance? <ul style="list-style-type: none"> • We've had people, since we changed the policy to named drivers to people using private vehicles – not an ideal situation ▪ Ideally, we need to be able to be flexible – someone who could take the trailer to an event and someone else to take it back <ul style="list-style-type: none"> ○ Action: SP to speak to Luke to find out what insurance options there are available <ul style="list-style-type: none"> ▪ Fuel <ul style="list-style-type: none"> ○ LD has looked at setting up an account with fields ○ They would be able to set the club up with one ○ This would mean members wouldn't need to front up fuel costs and makes the club payments for fuel more streamlined, going out on a monthly basis ○ They ask for a deposit for £500 upon opening an account ○ Payments to be made 10th of each month ○ AH – we should consult who collects the fuel if they would be happy to go to Fields <ul style="list-style-type: none"> ▪ RC is on board with that arrangement ○ In principle the committee is happy with that ▪ SBH to be moved to Saturday <ul style="list-style-type: none"> ○ This year was a bit awkward as there were football matches and rugby matches on the same day ○ SP consulted David Bidolph – it has already been changed for next year to the Sunday ○ MA – we also mentioned moving it, as well as the January Head, out of the Winter months ○ If we want to move it, we have to give BR a year's notice. | |
| 4e | Junior Rowing Report | Junior November Report: | RC |



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| | | <ul style="list-style-type: none"> • 22 active juniors ranging between j13-j18 • Due to the late start to the season, no events have been attended. • We have 4 juniors with secondary rowing commitments. 1 at Kings, 1 at Hartpury and 2 at Nottingham. • We are keeping a close eye on these juniors looking for signs of fatigue. • Concerns have been raised regarding the changing rooms. <ul style="list-style-type: none"> ○ not aware of any other welfare issues. | |
| | | <ul style="list-style-type: none"> ○ REDACTED • Older Junior <ul style="list-style-type: none"> ○ MG – could some of the older juniors move into the senior squad? <ul style="list-style-type: none"> ▪ RC – ideally, we would like to have junior rower rowing in junior events ○ REDACTED | |
| 4f | Welfare Report | <ul style="list-style-type: none"> • DBS <ul style="list-style-type: none"> ○ In progress • Annual Renewals for Emergency Contacts <ul style="list-style-type: none"> ○ Sent out via Spond ○ Month deadline been given ○ 10 out of 22 have been returned already • REDACTED • Junior Coaching was discussed <ul style="list-style-type: none"> ○ Committee to support coaching team ○ Currently the Junior coaching team is stable – we have quite a few volunteers <ul style="list-style-type: none"> ▪ Action: RC to liaise with LD to see if there are any members who would be able to support and take on coaching themselves ○ AH is having a DBS processed at the moment ○ We will need some regular commitment ○ RC has asked volunteers if they can't make a coaching session to find someone else to step in | CD |
| 4g | H&S Report | <ul style="list-style-type: none"> ▪ HAS Report – November <ul style="list-style-type: none"> ○ Overview: October saw safe and well-managed club operations, with no major incidents reported. Focus areas included cold-weather readiness, early morning visibility, and reinforcing safety protocols for newer members. British Rowing's latest safety bulletin highlighted seasonal risks and offered guidance that has been reviewed and integrated into our club practices. | JH |



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| | | <ul style="list-style-type: none">○ Incident Summary<ul style="list-style-type: none">▪ 05/10/25<ul style="list-style-type: none">• Experienced 1x capsized after steering into overhang• Pumping station• No issues – climbed back in boat and sculled back to club○ Risk Considerations & Mitigations<ul style="list-style-type: none">▪ Cold-weather rowing / well fitting layers – no hoodies or pockets▪ Launch bags checked – could do with replacing as zips are broken on some and bags in poor condition.▪ High Visibility clothing for all bow and cox/stroke seats.▪ Remind rowers to carry mobile phones in waterproof cases▪ Launch drivers reminded to minimise wash and operate at low speed near other craft○ Equipment & Facilities<ul style="list-style-type: none">▪ Life jackets all now serviced and/or replaced in necessary – documentation loaded into BOX▪ First aid kits checked▪ Cox box sent for repair after 8's having to go out without cox-box. Due back mid Nov.▪ Query raised from SBH rota regarding which launches should be used for safety launches following comments from BR umpire. (See file note at the end of this report for the details).▪ Incident during the month where approx. 900m upstream rowers asked to assist a fisherman who had a medical emergency and had collapsed. The ambulance crew asked if the rowers could assist with the launch. The rowers went back to the club to pick up the launch however noted it took over 10 minutes to unlock the various compounds, stores, remembering combinations for the locks and this was too long if we had another emergency to support.▪ Action: Jo (HAS) to review with Stew (Boatman) to ensure we introduce an emergency access to the launch that mitigates any delays experienced last month.○ Member Engagement & Training<ul style="list-style-type: none">▪ Capsized drill needs to be scheduled for | |
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| | | <p>new members. Recommended every 3 years for existing members.</p> <ul style="list-style-type: none">○ Strategic Notes & Recommendations<ul style="list-style-type: none">▪ From British Rowing HRSA October Report: HRSA-Monthly-Report-October-2025.pdf▪ Lighting: Ensure all boats afloat in darkness have Navigation Authority-compliant lights, correctly fitted and in working order. Consider club rules for rowing in darkness, especially for coxless boats.▪ Wash Awareness: Reinforce launch driver training to avoid excessive wash near other craft. Include wash awareness in refresher sessions.▪ Footwear & Equipment Checks: Encourage appropriate footwear for land training and ensure shoes in boats are secure and quick-release mechanisms are accessible.▪ Cold Water Shock: Circulate reminders about the risks of cold water shock and hypothermia. Promote the use of RowSafe and relevant Safety Alerts.▪ AED & CPR Preparedness: Confirm AED accessibility and condition. Promote CPR training and awareness of emergency procedures.▪ Reinforcing cold shock awareness and hypothermia signs<ul style="list-style-type: none">• Encourage buddy systems for early or solo outings• Promote use of the RowSafe app and incident reporting tools | |
| | | <ul style="list-style-type: none">▪ Launches<ul style="list-style-type: none">○ Following the recent regatta, it was informally noted by a British Rowing umpire that SBC was utilising CATs as safety launches, contrary to the advice provided by British Rowing○ Discussion: Consultation took place with five qualified launch drivers and the previous HAS. It was confirmed that this issue had been raised previously and that the guidance from British Rowing is considered a recommendation rather than a strict requirement. The club's limited resources mean that not every circumstance can be | |



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| | | <p>covered by a dedicated launch. Of the three available launches, the CATs are regarded as the most stable and have successfully participated in water recoveries without incident. In contrast, the green rib is considered less stable and, due to its rear-steer configuration, is difficult to manoeuvre, making it unsuitable for rescue operations.</p> <ul style="list-style-type: none"> ○ Committee Decision: On 14 October 2025, the committee reviewed the information and the majority voted to continue using the CATs as safety launches. The green rib will be used for umpire transport. It was also noted that, if the bank can be sufficiently cleared, a launch may not be required for the 650 umpire ensuring more safety launches available. ○ Recommendation: Should new launches be required in future, the club should consider British Rowing's advice alongside available funds and broader club needs | |
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5. Rowing Matters

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| 5a | Events and results | <ul style="list-style-type: none"> • See Captain's Log (4d) | LD |
| 5b | Boat allocation | <ul style="list-style-type: none"> • iCrew Issues <ul style="list-style-type: none"> ○ Several members have had issues with some of the features, specifically with booking of boats and organised squads ○ LD and RC – have had lots of issues with it ○ Action: LD to speak to individuals that have booked multiple boats ahead of confirming crew then cancelling them last minute. Not fair on other members ○ Committee asks what do other clubs do <ul style="list-style-type: none"> ▪ Bewdley is quite low-tech ▪ Worcester have a Google Sheets – not really suitable for our needs ▪ Regional Meeting – Action: LD to attend and ask club what booking systems they use | LD/RC |
| 5c | Learn 2 Row | <ul style="list-style-type: none"> ▪ We have a growing waiting list – many junior parents wanting to have a go which is great <ul style="list-style-type: none"> ○ Spring/summer L2R course dates TBC | LD |
| 5e | Coaching & Development | <ul style="list-style-type: none"> ▪ See Junior Coaching (4e) ▪ See Membership Report (4a) ▪ See Captains Log (4d) | LD |
| 5f | Fleet Maintenance | <ul style="list-style-type: none"> • Boatman role | SB |



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| | | <ul style="list-style-type: none"> ○ In principle committee doesn't have an issue with it ○ We need the finer details ironed out, so we know exactly what the club is receiving for the money ○ We would also need a report back at the end of each month to review ○ Transparency would be important for everyone's sake ○ Action: SP to invite SB to next meeting for discussion ○ The proposed role also covered building maintenance <ul style="list-style-type: none"> ▪ Something we need to consider – some cross over with MG's role ○ Consideration for volunteers required | |
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6. 150th Celebrations and Strategic Plan

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| 6a | Strategic report | <ul style="list-style-type: none"> • Draft 5-Year Strategy (2026–2031) shared with committee prior to meeting <ul style="list-style-type: none"> ○ Action: All to check and review both strategy and action plan /priorities and either track in changes to document on BOX or send to Jo to finalise and circulate to members. • 150th Celebration – separate group required • Landing Stage – SP lottery funding – we are waiting to hear back by end of November <ul style="list-style-type: none"> ○ We have plans for it – We are in the bottom 2% of social deprivation index • 21st November – they're borrowing the • | All |
| 6b | 150th Planning group | <ul style="list-style-type: none"> • Member booklet – something to consider for 150th <ul style="list-style-type: none"> ○ MG – showed WRC's version for reference • Henley Row Over <ul style="list-style-type: none"> ○ SP to get in contact the, | All |
| 6c | Fundraising/Sponsorship | <ul style="list-style-type: none"> • Sponsorship Packages <ul style="list-style-type: none"> ○ Packages have been updated and finalized ○ Action: JH to send to Phil to make a start • Lottery Funding (£150K) <ul style="list-style-type: none"> ○ SP awaiting feedback from them ○ They should let us know if we are eligible to apply this month | SP |
| 6d | Bar/social events | <ul style="list-style-type: none"> • Spanish Night – Friday, 28th November • Port and Stilton – Sunday 21st December • Pudding Races – Sunday 28th December | All |

7. Secretariat

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| 7a | Secretariat - communication | <ul style="list-style-type: none"> • Website <ul style="list-style-type: none"> ○ ND still waiting to hear back from AIM Internet | ND |
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| | | <p>regarding the website hosting and email domains.</p> <ul style="list-style-type: none">○ They said they would send me a price through, but they have yet to do so.○ Action ND to continue to chase | |
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8. AOB

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| 8a | REDACTED | <ul style="list-style-type: none">• REDACTED | SP |
| 8b | Head planning for 25th Jan' | <ul style="list-style-type: none">• First head meeting schedule Monday, 24th November | LD |
| 8c | Regatta Planning Meeting Dates | <ul style="list-style-type: none">• To be discussed• Square Blades<ul style="list-style-type: none">○ Action: SP to find out if they are available | MG |
| 8d | Club Security | <ul style="list-style-type: none">• See above | MG |
| 8e | REDACTED | <ul style="list-style-type: none">• REDACTED | SP |

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| 10 | Next Committee Meeting | Monday 1 st December 18:30 | All |
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