

Bristol Gig Club

Committee Meeting 7th December 2015

Minutes

Present: Matt Randall (Chair), Becky Bailey (Bosun), Catherine Dodds (social secretary), Laura Atherton (Treasurer), Elaine Greig (Health and Safety), James Stephens, Nick Williams-Jones (Fundraising), Jean Pollard (Secretary), Andrea Jeffery (Rowing Captain)

Apologies: Guy Osborne (Membership secretary)

Not attending: Carl Bowen (Welfare)

Chair's report – Matt Randell

New members welcomed.

-Aim for the committee to be transparent.

-Avon Crescent is going to be closed at some point which will impact on getting to the Underfall Yard.

-Accommodation: temporary 20x6m 'tent' going into Marina compound in New Year (cost 5-6k). EG raised issue of planning permission. If required and not obtained it puts us at risk so it needs pursuing. Suggestion of taking Bex or Peter to the meeting with Davina, which Carl is arranging. Issue of lighting – needs addressing.

Action: Carl to arrange meeting with Davina

Membership Sec report – Guy Osborne

Guy looking to change recording system for members.

Reminder that everyone needs to fill a form out. Form needs review to ensure it captures

the right data.

Action: Guy to send proposed form / form content for agenda next meeting

Rowing Captain report – Andrea Jeffery

Selection criteria going out today.

The Rowing Committee will meet as soon as we have the final CPGA events list so the committee can decide which regattas and events we will go to.

This year we need to publicise the whole year's programme through the website at the beginning of the year, rather than only putting events on the calendar, and advertising as they arise through the newsletter.

Action: Andrea

Plan to have a more consistent membership on the Rowing Committee through the year to ensure continuity.

Bosun report – Becky Bailey

Becky has had a handover from Ian. Good turnout on Saturday to turn Brigstow and Isambard.

Boat renovations...Isambard partially stripped down. Due to go to Peter Williams (boat builder in Polruan) after Xmas. Question about how much of the stripping down has been done, and whether Isambard will be ready to go for renovation.

Action: Becky to clarify position with Peter Williams. Attempt to identify someone who can quickly do the paint-stripping. Myke Littler to be asked if he wants the work (AJ)

Proposal that we don't send YB to Peter Williams as it is seaworthy (though one plank is cracked and it will need cracked ribs replacing, at some point) and there isn't time to undertake the work before shipping to Scilly. Agreed.

Treasurer report – Laura Atherton

Laura has had handover from Hele. Needs to change signatories on accounts. They will

be Laura Atherton and Matt Randall. Financial situation is as outlined in Hele Hambly's report at AGM. We have around 18k.

Action: Laura to arrange for change of signatories with the bank.

Health and Safety report – Elaine Greig

EG-wants to focus on H&S communications. Outside the Glassboat is a hotspot for collisions. Suggestion that have a monthly H&S report on website advising re accidents (or none if a good month)

Need to ensure we have an effective risk assessment for our regatta this year. Both because it is the right thing to do and because we may be inspected by a CPGA Health and Safety officer

Training needs and skills already in the club -specifically first aid and coxes training.

Agreed we will gather information through the new membership form. First Aid training – only one taker for the currently advertised course. Course advertised at a cost of £25.

Agreed club will pay for 10 places, particularly encouraging coxes to undertake training.

There is a helpful coxing video that has been made available but not been viewed

Action: Elaine to send an all-club email with the coxing video

Clevedon lights appear to be routinely dim.

Action Elaine to contact Clevedon

Social Secretary report – Catherine Dodds

First event - illuminated boats on Saturday.

CD has received requests to vary the events a bit more.

Action: Catherine to survey members about what they want.

Sam Thompson (who also stood as Social secretary) has been approached and is happy to work with CD who will create a social sub-group.

Fundraising report - James Stephens (Worzel), Nick Williams-Jones

Handover from Dan Kennedy - Crediton dairies will hopefully fund another £700 for this year nominally for youth rowing. Waiting for sponsorship from the Orchard. Nothing else in the pipeline.

Nick has put forward a club lottery idea, where members are invited to put in £2 a month (or multiples thereof) and half the money raised is returned in prizes with half going to the club.

Action : Nick to produce a proposal to be considered at next meeting.

MB – we need a fundraising strategy for the year rather than a scattergun approach.

Action JS / NW-J to formulate a fundraising plan for the year.

However they need a shopping list of things needing to be funded, in order to motivate people to give or get active, and also to be able to match any grant funding opportunities that relate to our semi-charity status.

Action Matt to start a list and send it round the committee for ideas.

Committee arrangements

Committee group emails will come out to personal email addresses, and this will be the prime route for communications in the committee. NB please reply all so there is the most effective information sharing.

BGCcommittee@gmail.com - is the address used to send information out to the whole club but the address is not always effectively monitored, and replies need to be to the generic role

email accounts attached to the outfitgoes platform and the website. These are the ones that Matt puts in the newsletter e.g. Chair@bristolgigclub.co.uk.

If others are sending out all-club emails need to ask for replies in the same way. The BGC committee email needs to be set up as noreply.

Action: Jean to meet Tom.

Frequency of committee meetings

Agreed they will be 6 weekly. Monday evenings. 7.00pm at the Orchard.

Action: Jean to send out dates and book venue.

All club emails

While most information should go in the newsletter to reduce inbox irritation for club members, there will be occasions when the Rowing Capt, Chair, Health and Safety officer and Bosun may need to send urgent emails between newsletters. All will familiarise with process.

Newsletter

We need to utilise the website more effectively. In future the Chair will continue to send it out weekly, but with headlines only, and a hyperlink to the newsletter on the website (individual hyperlinks to individual items?). Items for newsletter to be compiled in Word and spell-checked before sending to Matt.

Website

Proposal that Mandy Rose works on content for the website while Tom continues to do the technical stuff. Mandy is contacting Tom.

Action Becky to follow up with Mandy.

Need to identify another person to support content. Website content 'person' needs to be on the committee.

Action Jean to invite Mandy and Tom to next committee meeting for an agenda item on the website.

Social media

Sam Thompson to be asked to take on managing Facebook. Action Catherine.

Second person to be invited to join in the role via newsletter. Action Matt

Social media person to be asked to attend committee. (for both the website and the media roles it makes sense that they are able to take information-sharing tasks straight from the committee)

Access to harbour car park

We no longer have a key to get through the Harbour car park after dark to access Bristol Blue, and have to go the long way to the other end of the Underfall. It is unclear why the Harbour Master has made this decision, but All Aboard are in the same position and cannot access their fuel store once the car park is locked. While not optimistic that we can get a key we will arrange to meet the Harbour Master Tony Nicholl to discuss further.

Action : Jean

Lifting handles for Wapping Wharf

Action: Matt by 13th December

Twisted oars / sail disposal

Three oars have been replaced. Before disposing of them we will check if any members

want them. Matt to invite any bids for them in a newsletter before 24th December.

Action: Matt.

If no takers offer on Facebook page then to All Aboard for a price (minimum £50 each?)

Action: Becky

Sails - sell on Gigrower - ask for offers.

Action Matt to write a description for sale.

Boat bosun

Proposal there is a 'bosun' for each boat. Agreed currently not logistically practical.

Next meeting 18th January 7.00.

Jean Pollard

Secretary