

BGC Committee Meeting Minutes – March 10th 2016

In attendance: Hayla, Matt, Andrea, Guy, Laura, Nick, James (first hour), Glenn (first hour), Becky, Jean (first hour), Catherine, Elaine (from 7:45 onwards)

Apologies: Carl

1. **Bristol Regatta report (Glenn)**

Command structure in place for the day (Glenn in charge, Bex is his second, Alex C, Tig, Tim E and Glenn will be running races and umpiring on the day, and key goal this year is to have excellent communication between start and finish lines), Sam C in charge of catering (his Food Hygiene certification has been sent to Elaine); Nick in charge of Have A Go, Raffle and merchandising, Elaine in charge of site safety and site file.

Publicity about event is already with Visit Bristol and (xxx?), and more is forthcoming. She designed a poster which is going up to inform local residents and is already being distributed online (facebook, website etc). Wapping Wharf will release a press release for this event.

If weather turns bad (esp Windy), the event village will move up closer to Marina Office for shelter; the HaveAGo and erging will be dropped.

Race details:

- Coxes meeting on Sat is at 9:30, racing concludes at 5pm
- 2 stop watches on finish line – 2 on start boat and will confirm timing with one another
- 3 safety boats from all aboard (plus one starter / navigation boat)
- All boats launch from Baltic Wharf – launches will immediately follow the previous start
- Need to leave first 20m free where fuelling is – from there downwards we will land the boats
- Racing categories are: Men, Men's Vets, Women, Women's Vets, Youth
- Have a go sessions will be launched from where steps with railing are – and head up towards Cottage pub
- Umpiring will be supported by one member of each Bristol crew who hops out at finish line to support umpiring
- Bristol Harbour has some DEFRA-identified biohazards (Killer Shrimp and Zebra Mussels) so any visiting boat must be fully washed down with fresh water before she is packed up to return home
- On Sunday April 3rd there will be no landside activities, barbarian racing will take place from 10am – with names drawn from a hat

To do list:

Alex will circulate racing/umpiring sheets to coordinators in advance of regatta weekend so they understand what is required

Glenn will ensure access to freshwater via Marina Office and will purchase a pressure washer for the club for use in rinsing boats

Andrea will set up an area on Sat Apr 2nd calendar to support selection for our Bristol Regatta crews

Landside details:

- Glenn is compiling site file with all licences, documentation etc, which will be held in Event HQ (Glenn's van) on the day
- Necessary permissions etc. are in place
- Volunteer schedules are being compiled on calendar, and Fi is organising Youth rowers to run tea / cakes (proceeds of which will directly support Youth rowing section)
- Catherine will be in charge of landside logistics regarding materials required/hired/borrowed (finding out who is storing what in advance, and also organising clearing it all away at end of day)
- Glenn is in discussion about readiness of toilet blocks, and if necessary, we may need to hire some portaloos, which he will do
- Glenn will organise who will store what materials after the event
- Crews as well as other club volunteers will help with lifting and carrying at set up and take down so this is not left to a handful of people
- Two other teams are bringing boats, and these will be stored in Marina compound from Friday night – along with 30 chairs borrowed from Balmoral
- There was considerable discussion about Nick's interaction with Electric Bear Brewery (Bath) as a potential regatta supporter and future sponsor – it was agreed that Matt will talk about implications of this with Stu (Orchard) first, before plans about the brewery's involvement in this regatta are finalised – Glenn has sorted out a liquor selling licence in case we do proceed with them having a stand at our event
- Committee approved up to £500 purchasing and rentals for this event (Sam C will purchase food separately)
- After Glenn left we further discussed BBQ availability, and committee agreed these should be hired, not loaned from club members

To do list:

Glenn to talk to sandwich van about preparing for demand, particularly on the Sunday

Matt to talk with Orchard about how they feel about brewery's involvement at our event

Catherine and Glenn to liaise about materials needed/purchasing/borrowing, etc – Matt and Laura will sign off costs

Catherine to recruit and organise volunteering across the day

Glenn will draft Regatta info email for club on Friday March 11th – and Matt will send this out club-wide ASAP

Hayla to get further details about regatta to Tom / onto website, and will organise further publicity where possible (Mayor's office, SAM.fm)

Glenn will forward Laura the details of WW's sponsorship of the event

Glenn will warn local residents about noise/invite them along....

2. Review of previous minutes/action points

Missing gazebo mentioned in last minutes has now been located.

Elaine has sent an annual report to the Harbour Master.

ACTION: Matt is to send text describing our sail to be sold for £1000 ONO to Hayla, who will pass it on for posting to Gig Rower.

ACTION: Matt will update the entire club via email about the loss of our use of space in the tunnels for boat maintenance.

3. Discussion about role of President / Stakeholders

Becky requested that we review this situation as a committee. There have been prior attempts to update the stakeholders' list, and this needs consolidating, and committee needs to communicate with stakeholders better, formalise and / or drop our relationships with them depending on what they say they want from their ongoing relationship with BGC.

AGREED: The Presidency should last only 3 years.

ACTION: Matt will contact ongoing stakeholders to ask about their desire for ongoing involvement and communications.

ACTION: Matt will liaise with Sarah G to finalise a current list of stakeholders, and this will be posted on BGC website.

ACTION: Matt will write to Alf Perry to thank him for service as President and let him know the role was reviewed, and will be changed on a three yearly basis, starting from now.

ACTION: Matt will write to Stuart Easton (Wapping Wharf) to ask if he may be interested to take on a role as our next President.

4. Committee Officer updates

Communications Officer's Report (Hayla):

We have increased likes of our Facebook page up to 377, and we now often link to the Gig Rower page. Our Twitter feed has 645 followers, and twitter feed now appears on website (all messages sent at us are approved by Hayla). We now have a club Instagram account, allowing us to better connect with businesses and potential sponsors. Hayla will be calling out for club volunteers to appear in short video spots, which will liven up our website a lot (Guy will do first one). All committee agreed Hayla is doing a terrific job on this, in the very short time she has taken on the role. Her connection with webmaster (Tom) works well, and Hayla can now add web content directly herself.

Hayla proposed (and committee agreed) that the Newsletter needs a bit more professionalising. It will now be called 'The Catch' – sh

ACTION: **Matt** is to draft a communications officer role description and circulate to the committee for edits, as this role will need to be formally added to our constitution in due course.

AGREED: from now onwards ALL club business will be distributed through club email addresses, not personal ones.

Treasurer's Report (Laura)

Laura will be moving away from Bristol in August, so we will need a replacement between then and AGM, allowing time for handover. The committee thanks Laura for her service.

ACTION: **Matt** will advertise this vacancy in May via 'The Catch' and if 2 or more come forward an EGM will be needed to vote in an interim Treasurer.

Chair's Report (Matt)

Due to the fact that land deals fell through for COBRC (who do not plan to start renewed planning until 2018), we are now left to start afresh our short/long term planning for housing our boats. At present, Davina has no lease for this land, but has reapplied. If she is successful, we could then look to set up our temporary shelter.

Redcliffe Wharf is now under tender for development, and there was discussion about approaching Bristol Council now to determine if this could be a spot where a pontoon or slip is provided under 'planning gain' requirements for developers. ****NO ONE WAS ASSIGNED TO THIS ACTION**** Nick will speak with his architect brother about strategy ideas here.

ACTION: **Matt** will recall housing committee (esp: Bex, Peter G, Tim B, Paul V).

Social Secretary's Report (Catherine)

February ramble was a great success. 17 people in attendance (plus various dogs)

Planning is underway to consider the implications of moved location (Bathurst Basin) for Harbour Festival (July 15-17th). Nick suggested we investigate whether we could provide a taxi service for those wanting to get to the basin, and this could fund-raise, as well as serve as a HaveAGo option.

Planning forward will include: club summer BBQ in a central Bristol park, as well as large fundraising event in October at Kings' Weston House (could be 1st weekend in Oct – check other race clashes) alternative venue could be Goldney Hall. Nick has a friend who promotes music events who might support us. Tickets could be sold again through Eventbrite.

Catherine is stepping down as Saturday Open Rowing coordinator to better enable social event planning.

ACTION: **Catherine** to seek advice from Claire T about our planning / stall requirements for this event including water taxi idea.

ACTION: Catherine and Matt to attend forthcoming Recreational Users group meeting in run up to this event.

ACTION: Catherine is to meet with Nick and James to plan large end of season fundraiser, select dates, and book venue.

Bosun's Report (Becky)

Isambard is now in Cornwall being repaired by Peter. (works include: replace rot; rib shoring, remaining paint stripping, rudder repair, repaint). Peter believes that standing freshwater inside the boats is what is causing the rot. There is some concern about what happens if she is not ready for shipping to Scillies by April 15th (collection by Nick). Committee agreed that we have learned from this, and that in future, repairs will be undertaken locally, so we can project manage the work being undertaken. One contingency plan would be for remaining work (repainting?) to be undertaken on Scillies after shipping.

There is a problem with oars/seats moving from where they should be (taken to regattas and not replaced) which has stopped other crews from training. This must stop.

ACTION: Becky will ask Ian to visit Isambard very soon to check on progress and to keep pressure on Peter to keep to works schedule.

ACTION: Matt will refurbish full set of Women's macons by 14th April so Nick can take them to Cornwall.

ACTION: Matt will men small repairs on 2 other oars by 1st April. Otherwise these repairs will be commissioned locally in good time for Scillies.

ACTION: Andrea is to email crew coordinators ASAP to establish which oars/grips are wanted.

ACTION: Becky will email Scillies crews to pack up YP on Sat 19th March for shipping.

ACTION: Becky will ask Bex if she will share Scillies' Bosun role with Matt.

ACTION: Andrea will ensure that every regatta crew has a named coordinator to return kit to its rightful place.

ACTION: Matt is to ask Davina if we are allowed a strongbox to be locked in marina compound for our smaller kit.

ACTION: Becky will inform Harvey he won oar in auction. Laura will invoice.

Health and Safety Officer's Report (Elaine)

There are issues with tipping on the pontoon, and maintenance is now an urgent issue.

AGREED: We will put forward proposal that we pay for Marina pontoon rental.

ACTION: Elaine to take forward this position to COBRC and Harbour Master.

ACTION: Elaine will circulate dates for upcoming first aid training immediately.

Fundraising report (Nick)

Lottery application has gone to Council, still awaiting outcome. Our lottery will not proceed until approvals are in place, but we should be able to start collecting money in April, for first draw in May. Ideas for further fundraising include: car wash, Waitrose Tokens, Co-Op local sponsorship, bag packing at supermarket, gain military funding for soldiers' rehabilitation.

There is no update from James on contact with Sport England, though he has been in discussion with Clevedon about their experience with this.

ACTION: **Nick** and James to draw up 5 year fundraising strategy for circulation.

Captain's report (Andrea)

Andrea submitted a report in writing prior to meeting. There was no recent rowing committee because no one attended.

AGREED: Rowing committee needs to have a rep from every competitive crew, and additionally 4 Open Rowers (for balance) in attendance. If coordinators cannot attend it is their responsibility to find a sub.

It has been a surprise to learn that Tribute events list has now been announced, after Andrea asked crews to select their favoured events / club events, etc. Because of this, Newquay selection may have to be brought forward.

ACTION: **Jean** will need to clarify how Tribute events will be working this year.

ACTION: **Matt** needs to re-circulate how to sign in to BGC website.

ACTION: **Matt** needs to include a list of club events at the bottom of each newsletter. (there is still very little use of website among club members, and newsletter needs to improve this through links)

Membership Secretary's report (Guy)

We have 72 returned membership forms and 78 people fully paid up. Laura is currently working on CASK forms, as we only got 28 back.

ACTION: **Guy** will inform crew coordinators who has not re-joined, as they cannot row. He will post a list of paid up members on BGC website in committee area.

ACTION: Honorary coxes will need to have membership in order to cox at Scillies (**Matt** and Sarah G are sorting this out for Mike and George).

AOB

There is an urgent need to resolve DBS checks that are needed for Youth Rowing coxes, coordinator etc.

ACTION: **Jean** and **Matt** will be meeting with Fi, Carl and Elaine to resolve this prior to next committee.

Date of Next Meeting:

11th April

This meeting should only take 2 hours max...Committee may need to move to monthly meetings in order to shorten duration.