

# Bristol Gig Club

Committee Meeting 18<sup>st</sup> July 2016

## Minutes

Present: Matt Randall (Chair), Elaine Greig (Health and Safety), Becky Bailey (Bosun), Jean Pollard (Secretary), Maria Stuart (Welfare Officer), Catherine Dodds (social secretary), Guy Osborne (Membership secretary), Tony Westhead (Treasurer), Hayla Blacknell (Communications), Nick Williams-Jones (Fundraising),  
Apologies: James Stephens (Fundraising), and Andrea Jeffery (Rowing Captain),

The Chair welcomed Maria – our new Welfare Officer

### IT Stuff

Tom Gough (Webmaster) joined the meeting for this item.

Outitgoes is throwing up some issues though the Committee addresses are really good and everyone is using them now.

Agree move from Outitgoes to Gmail.

**Action : Tom** to set up new gmail accounts for committee members and provide a lesson for Becky and Jean.

Issue about whether the function on the website for people who contact us via the website is working. Catherine has sent a test form. **Action : Tom** to check

The old website is still live and can be the first to come up in Google. Sarah G needs to put the link to the new website on the old one. **Action: Matt** to ask Sarah.

### Minutes and Matters Arising from 21st June

No updates

## **Chairs report**

Congratulations to Catherine and Sam for organisation of Harbour Festival.

New club home. Abel's shipyard. Rumours around who has been successful in leasing the land. Suggestion that it might be let for building apartments.

Also some conversations about the Sea Cadets developing their space and whether there could be options to work with them.

Bristol Blue - Channel Rowers not interested in sharing a gig. We might sell them Brigstow once the sponsorship ends in a year. Agree we need to try and re-visit the possibility of getting BB accessible again. Nick suggestion of offering to fund extension of the locked gate. **Action: Matt** to talk to All Aboard

Moveable trailers for the compound and launching. **Action: Matt and Nick** to work together on finding a solution. **Becky** to explore with Plymouth trailers.

## **Welfare officers report**

Maria has had a handover from Carl. We haven't been doing all DBS checks but we ought to also be asking volunteers with youth to fill self-disclosure forms and provide two referees. Maria has created the forms. **Action: Jean** to review and confirm with Maria

DBS checks -Maria has sorted the process with CPGA who have an arrangement with Cornwall county Council, and will get her forms verified by CPGA so she can become a verifier for the club. By w/c 25<sup>th</sup> July we should have a reasonably straightforward system.

We need a second person to be a point of contact for young people (e.g. if the complaint was about the Welfare Officer). This will be Becky Bailey.

Complaints. Paperwork about complaints needs to be passed to the new Welfare Officer

and should be retained for 10 years.

### **Bosun's report**

Becky has approached Underfall who say they will have space to work on YB, including space for the club to do some of the preparatory work i.e. paint stripping. They are going to quote.

Becky has spoken to Laura at the Marina Office. She is happy for us to have a structure we could put over the wooden boat to provide shade and allow air circulation rather than putting a cover on. **Action : Becky** to look at whether Dancover have anything off the peg.

Plan for Isambard: **Action: Becky** to check if Ben can house Isambard for her to return after Mounts Bay

Covers: Nick reported Isambard is being measured this week. It is hoped YB could be measured at Rame. **Action: Matt** to liaise.

### **Health and Safety report**

Two incidents this month. It appears we have about half the incident reports so far this year compared to last year, which seems low given the additional obstacles in the harbour. Elaine to write a piece for the newsletter reminding of the need to report.

De-fib map - Elaine still working on it.

First Aid course **Action: Elaine** to look at dates in September.

### **Social Secretary's Report**

Harbour festival. Great weekend but Sunday evening difficult because of lack of people available to get the boats home. Query whether we stop doing have-a-go Sunday afternoon and get the racing crews to put the boats away.

Possibility of offering a post-Harbour Festival club day and offering short have-a-go sessions the following week.

Kingsweston House annual party. Last time there was no charge but this time it will be £500+ . committee agreed the expenditure. Two food trucks have been booked.

Planning committee to be convened. **Action: Catherine**

Event poster **Action: Hayla**

## **Fundraising Report**

Bristol Blue Sprints not progressing but looking at something with Chew Valley sailing club (?)

Lottery -**Action: Nick** to write a standalone club-wide email. **Hayla** to do a poster.

Supermarket tokens

Harbourside Challenge - Nick taking this over and is raising the price. He needs a list of people who can help out in the week. **Action: Nick** request in the newsletter. **Elaine** to chase her military friend.

Fire station car washing – not able to do locally.

## **Treasurer's report**

Balance 24.5k but funding committed for two sets of oars (approx 6k).

Nearly all Scilly race fees are in - 4 or 5 outstanding. Also repayment for cost of the club rented house. **Action : Tony** to chase individuals directly

## **Communications Report**

Hayla is building up our profile through Twitter.

“I am Team GB” event - national event on 27th August where clubs are asked to open their sport to new members or have-a-goers. Committee agreed we should join. **Action: Hayla** to register us. However we need clarification about who is co-ordinating. (Don't think we made a decision about how to progress this in the meeting. Suggest **Action: Hayla** to put a piece in the newsletter with a request for coordinator)

## **Membership secretary Report**

99 members (45 men 54 women)

Moved to Mail Chimp for emails to the whole club and Chair and Rowing Captain have access. Bosun and H&S need to be able to send club emails. **Action: Guy** to set them up.

## **AOB**

Items for newsletter to be composed 'ready to go' in Word and sent to Chair.

Bristol Post Sports Awards 2016 - nominations by 5th August. **Action: Hayla** to enter us in some categories

Nick kit - thole pins. **Action: Becky** to replace worn pins and look into tallow option.

Next meeting **16<sup>th</sup> August** 7.00.

Jean Pollard