

Bristol Gig Club

Committee Meeting 26th September 2016

Minutes

Present: Matt Randall (Chair), Elaine Greig (Health and Safety), Jean Pollard (Secretary), Maria Stuart (Welfare Officer), Catherine Dodds (social secretary), Tony Westhead (Treasurer), Hayla Blacknell (Communications), Nick Williams-Jones (Fundraising),

Apologies: Becky Bailey (Bosun), Andrea Jeffery (Rowing Captain), Guy Osborne (Membership secretary),

1 AGM

Date. 24th November 2016

Venue. All Aboard : **Action Matt** to book

Job Descriptions: **Action Jean** to incorporate Catherine's comments as appropriate. **Guy** to finalise the Membership Secretary bringing together his and Catherine's versions. Final JDs to be placed on website. **Action: Jean / Tom**

President – propose that we no longer have a President. This does not require a change of Constitution. **Action: Matt** to inform Alf Perry.

The meeting format was agreed. The Constitution requires audited accounts to be presented to the meeting. Agreed that a detailed Treasurer's Report should be adequate. **Action: Tony** to check if CASC status requires audited accounts.

AGM notification. **Action: Jean** to action the formal process.

2 Proposed amendments to the constitution

Jean had circulated the current constitution with proposed required updates and corrections indicated. Changes agreed. Agreed that all the Annexes will be removed as follows:-

Annex 1 – Role Profiles of Committee Posts – refer to club website for current Job Descriptions

Annex 2 – Code of Conduct. Should be a stand alone document not part of the constitution. It may be covered in rowing Handbook or could be available as a separate document.

Annex 3 – Disciplinary Procedure. Should be a stand alone document on the club

website.

Annex 4 - Rowing Rules. The content of this appendix is not consistent with the Members Handbook.

Action: Elaine and Jean to review this Appendix and the Members Handbook and produce an updated (if necessary) Members Handbook.

Proposed revised Constitution to be presented to AGM for formal agreement. **Action: Jean**

3 Awarding of Annual Club Prizes

Decision to award at AGM

4 Saving and Accessing Club Documents

Discussion about the confusion around documents that sit on the googlemail Drive and those on the website. Aim to move everything onto website.

The website must accommodate two-way activity as documents are live and need to be updated.

Action: Jean to action with Tom.

Maria struggling to store references (volunteers etc) confidentially on Google drive. Matt suggested buy a hard drive and back up hard drive to store info securely. **Action: Maria**

5 Officer updates

Social Secretary Catherine – end of Season fundraiser. 14 tickets sold so far. Need to publicise and sell hard.

Invite needs sending to list of new rowers. **Action: Hayla**

Issue of ensuring underage attenders are not bought drinks. **Action: Catherine** to have a few well-placed words.

Communications Officer Hayla – I am Team GB event went really well. There was one issue when three young rowers who were too small and couldn't lift the oar were put in a boat.

We need some criteria to enable decisions as a crude age or height rule are not necessarily useful. Agreed that ability to lift the oar on-shore is key criteria.

Ladies A have been shortlisted for Bristol Post Sports Award - excellent news.

Commercial Manager from Team Fettle approached us. Hayla wanted to re-visit the decision from the last meeting. Agree that we do sign up, but make it clear to members that there is no expectation or endorsement from the Committee that they buy the insurance. Any new members sent through by Team Fettle will have to go through normal New Rower arrangements to enter the club, and can be refused if they meet the criteria in our Constitution. We also want a clause in the Agreement that we can exit from the arrangement after a year if we wish to. **Action: Hayla**

Treasurer Tony raised the issue of our fee structure. The current income from fees covers club costs – generally 15–25 K in bank account. Currently we have regatta fees and membership fees. Discussion about pros and cons of keeping both or only having a (slightly higher) annual membership fee.

Action: Tony and Guy to bring proposals for fees to next meeting.

Determining fees would be simpler if we were clearer about the club's 5 year strategy. However until we have a club home it isn't possible to develop and greatly expand the club, or be clear how we want to do so and associated costs.

Noted new rowers numbers - potentially another 30–40 joining in the October intake. Discussion about our capacity to expand if don't have more boats. Maria pointed out there are in fact plenty of slots on the calendar, but we need coordinators and coxes.

Fundraising Nick – lottery website up and running. So far only sold 18 tickets. Not viable if more not sold. Needs to go in Catch every week with encouragement to members to buy and sell widely. Also to go in gigrower as open to everyone. **Action: Nick**

James – Sport England have released new criteria for Small Grants Applications over the summer.

The new strategy should suit us better and will be in place until post-2020. It is focused on getting participation from inactive people across all age groups. The old strategy was targeted heavily towards the 14–25 age group and is harder for us to demonstrate and then meet. We could argue that many of our existing, and waiting list, new rowers would fit into the 'inactive before they joined us' category, certainly in the energetic sporting sense.

There's currently some ambiguity on the Sport England website about whether Small Grant Applications should be directed towards their old criteria or new criteria in this transition period. James is pursuing advice.

Isambard – James spoke to Peter Williams about her leaking as a result of drying out and fed back to Becky. We need to get her in water but also Peter said a light

coloured gig cover would help. Covers are still to be ordered. Ian Neal wants to do measurements for Isambard with new supports in place. He will charge £250-£300 to come and measure both boats - time, travel and fuel.

Welfare Maria – DBS checks underway. Have 5 new youth rowers and looking to develop two Saturday rows, one for more experienced and one for novice. Issue of moving youth on into adult crews. This will be covered by the Progression Policy that Nicki is writing, and at the next Youth Rowing Committee.

Health and Safety – Elaine had sent round incident log. We had 4 in August. 2 with respect to Finzels obstruction, & 2 during the 3 week period the rubber was off the trolley.

The Bristol City Docks Pilot Gig Rowing Safety Code of Practice was circulated and will be stored with club documents. Elaine has met the Harbour Master to talk about safety issues. This document outlines the requirements laid down by the Harbour Master for us to row on the harbour. It is actually in this document that the requirement for names and contact details of rowers to be on the calendar arises (rather than it being an insurance requirement). **Action: Elaine** to put something in the Catch reminding people and explaining where the expectation comes from.

Bristol Bridge - there has been some confusion about which arch is to be used when rowing downstream. The harbour master has agreed it is ok to come through central arch while the Seed Barge is obstructing the right hand one. However in BGC it remains the expectation that we go through right hand arch. **Action: Elaine** to clarify in Catch

Elaine has now sent HoTs for the pontoon to COBRC suggesting a start date for payment of January 2017.

Elaine is still to update de-fib map but has circulated the Clevedon one. However the first aid course hasn't been progressed. This will now be an action for the new H and S officer.

Rowing captain - Andrea sent a written report:

-Selectors have been appointed to replace Anna and Glenn. These will be Nicola , Duncan and Sarah Murray all of whom have the requisite skill set needed. Sara , Sue P and Tig remain and Sue will replace Anna as lead selector.

The committee thanked Anna in her role as lead selector and for the systems she put in place.

-The selection criteria for Scilly will be out this week in the news letter, along with the selector information. All rowers wishing to be considered will now have to fill in a form to ensure receipt of the required information. Selection will happen in November. Issue of Citizenship raised - we need stronger and clearer expectations about contributing to the work of the club - loading and unloading boats, boat-washing etc - for all groups in the club including some senior rowers crews.

Elaine raised the issue of the pontoon clash with COBRC youth rowers. There is an urgent need to finalise arrangements with COBRC and get guidance out. Meanwhile urgent advice needed in Catch about getting boats out sharp and held round the corner on harbour side away from pontoons. **Action: Andrea**

Chair Matt - Looking with Tom at swop to gmail. Matt spoke to Sarah G about old website, not paying for it any more so shouldn't be coming up.

Moveable boat platforms for compound - Tim has seen something that might be suitable at a yacht show.

Matt has not pursued the issue of locked gate at All Aboard. BB is now moored back on Cottage side and accessible without having to get through the gate. She is now rota'd again on calendar.

Matt has made oar hangers for WW.

Sea Cadets and possibility of mooring up to 3 plastic gigs there - good meeting but no definitive decision. Awaiting a response. Hayla and Nicola are going to see Commodore Miller to further ingratiate.

6 Minutes and Matters Arising from 16th August

Appledore - not able to provide the date yet. Glenn has had to go ahead and set the date for Bristol 2017 Regatta (25th March)

Women's macons - they are going back to Sutton's to be tested.

Future meeting dates

Tuesday 8th November 2016 - 7.00 The Orchard.

Monday 19th December 2016 - 7.00 The Orchard

Jean Pollard

Secretary

ACTIONS LOG

Person Responsible	Actions	Date / Notes
Matt	~Matt to book venue for AGM. All Aboard. ~Matt to inform Alf Perry that we will no longer have a President	26. 9. 16
Jean	~Jean to collate finalised JDs. ~Final JDs to be placed on website. ~Jean to action the formal AGM process. ~Elaine and Jean to review constitution rowing appendix and the Members Handbook and produce an updated (if necessary) Members Handbook. ~Jean to finalise revised Constitution ready for presentation to AGM for formal agreement. ~Jean to liaise with Tom about moving all docs onto website.	
Guy	~Guy to finalise the Membership Secretary JD bringing together his and Catherine's versions. ~Tony and Guy to bring proposals for fees to next meeting.	
Tony	~Check if CASC status requires audited accounts. ~Tony and Guy to bring proposals for fees to next meeting.	
Elaine	~Elaine and Jean to review constitution rowing appendix and the Members Handbook and produce an updated (if necessary) Members Handbook. ~ Elaine to put something in the Catch about signing up on calendar when rowing ~ Elaine to clarify rules re Bristol Bridge in Catch	
Maria	~Maria to buy a hard drive and back up for confidential info storage	
Hayla	~Send invite to end of season party to list of new rowers. ~Hayla to progress Team Fettle	
Catherine	~Catherine to have a few well-placed words about buying underage drinks	

Person Responsible	Actions	Date / Notes
Nick	~Lottery to go in Catch every week - aggressive marketing	
Andrea	<p>~Pontoon – urgent need to finalise arrangements with COBRC and get guidance out.</p> <p>~Meanwhile urgent advice needed in Catch about getting boats</p> <p>out sharp and held round the corner on harbour side away from pontoons.</p>	
Becky	<p>~Andrea checking with Women’s A to see if they want oar shaving done by the company, and Becky will check with company to see if they can do the shaving prior to delivery</p> <p>~Becky is still exploring tallow options</p>	16. 8. 16
Nick	~ Nick still to sort out supermarket tokens	
Elaine or HandS officer	~Elaine still to sort out defib map and first aid course training dates	
Andrea	<p>~ Andrea checking with Women’s A to see if they want oar done by the company, and Becky will check with company to see if they can do the shaving prior to delivery</p> <p>~Andrea will select coxes most likely to benefit the club for Level 2 training, and will notify them and make bookings</p>	
Guy	~Guy can get the forms to Fi and Fi can ask parents to sign them - in future Guy will modify the Youth form with a box for this ‘lifting’ function from parents	
Nicki	~ Nicki to update flowchart to be updated so new rowers are aware on where you can go in the club after you join. This will be shared with entire club via website/Catch.	

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