



Norwich Rowing Club Main Committee Meeting Minutes

Date: 26th August 2020, 7pm (Zoom)

Chair: David Bolton

In attendance: Donald Grieve, David Ashcroft, Tom Hockley, Steve Howard, Nick Cooper, David Bolton, Sally Barter, Anya de longh

Apologies: none

Agenda Item	Notes	Action Assigned to	Date Due
1. Chairman's welcome	<ul style="list-style-type: none">• Thanks made to previous committee members and their contributions that have been much appreciated. NRC is vigorous, healthy and wanting to get rowing and enjoying each other's company – so thank you to past committee for their work with the club.• Welcoming those new committee members.• While face to face meetings planned in the future, Zoom is a useful interim tool, and appreciate the adjustments made by all for this evenings meeting via Zoom• Minutes to be circulated as soon as possible once confirmed by DB.	n/a	n/a
2. Committee approach to working together	<ul style="list-style-type: none">• Close working arrangement as a committee, to ensure everyone communicates actions and events.• Phone and/or email as required• Importance of relationships with one another and with the club and local community including WBH, NHS, NS, UEA and Kingsley Farrington, and wider groups such as BR and Broads Authority• Time taken to understand the other commitments that each member of the committee in terms of family and employment and their flexibility in response to committee duties as volunteers		

	<ul style="list-style-type: none"> Query re letting others use the Upper boat house – limited use at the moment. Relationship with Jo regarding UEA boats to be maintained, as he offers support to Martin Tate and others with NRC boat maintenance. Agreed Donald to decline Siobhan's (NCC) request to share with Phil until our own requirements are formulated. 		
3. AGM Minutes	<p>No contrary reports or indications to the AGM minutes as distributed. Generally agreed subject to two points below:</p> <ul style="list-style-type: none"> a) Adherence to the Covid-19 protocols. – to be discussed in Agenda Item 6. b) Statement regarding the 2019 accounts – query regarding the audit and approval of the 2019 accounts. To be formally approved later following corrections at the next AGM, following review by NC. No cause for concern about the way the finances are looking. Confirmation from DG regarding his confidence and confirmation that practices over recent years have been conservative, taking provisions regarding expenses. DG unaware of any significant (in excess of £50) outstanding issues. 		
4. Committee minutes from last year	<ul style="list-style-type: none"> Agreement that these should be posted on the website moving forwards . Process: Anya to write up the minutes, get approved by DB before circulating with Committee to approve (within 1 week), before passing to DA for posting online. 	Adel?Anya	Next meeting
5. Captains Report	<p>Summary by David Ashcroft provided to committee members in advance of meeting.</p> <ul style="list-style-type: none"> General squad structure working well George Rolls has come forwards to do social media Women's section still without a captain, and support offered from DA. Work in progress by SB – for them to keep the committee updated 	DA/SB	Next meeting

	<ul style="list-style-type: none"> ● Learn to Row – developing, with a number of new people picked up by the captain`s email. Keen to support to get them joining. Use existing systems to develop from a position of strength, but use particular caution about running before we can walk in terms of managing Covid-19. ● Juniors are an important part of club to build and perception of capacity to develop this, with taster sessions planned for Juniors – system in place. ● Fleet manager and junior section leaders to be invited to the main committee meeting pending report via Rowing Committee meetings (to happen in advance of main committee meetings from now on). ● For note Siobhan the current chair of NCC is stepping down in the Autumn – unsure who is going to take the office following her yet. ● Agreement for Dyson and Nigel to agree the arrangements regarding the gym, and for them to feed back to DA, to feed into Rowing Committee to make use of all available and/or regular slots allocated, to ensure maximal use . Then to be reported to the Main Committee ● New website working well. ● BowWaves published – DA to do this monthly. ● Weekly summary brief for all members from DA. ● George Rolls to be contribute to marketing and communication plan, and DA to share that with the committee before work starts – due ● George, DA, Mike Burrows and SH to meeting to confirm social media policies and permissions regarding juniors ● Membership signing on the website about 75+, so big increase, but more members to still sign up. <p>Boat repairs and fleet maintenance - Importance from a financial perspective to ensure adequate maintenance, since every hour of time will require funding. Approach focuses on Education, including manuals, river rules, classes for each squad, greater recognition of the existing tier system, writing in the books to log who is using which boats and when to judge who has damaged the boat. Generally a firmer policing</p>	<p>DA/DB/Adel</p> <p>DA</p> <p>DA DA</p> <p>DA</p> <p>DA, SH</p>	<p>Discuss in advance of the next meeting</p> <p>Next meeting</p> <p>September Update due next meeting</p> <p>Next meeting</p> <p>Next meeting</p>
--	--	--	--

	<p>and management role. Richard Hoare happy to take on significant role to support everyone to adopt this plan, (including timings for boats booked outings). Approved .</p> <p>Team of 4 led by DA include Jim Miller, Martin Tate and Richard Hoare + volunteers who give time and skill to look after fleet, with Jo as a support. DA to provide regular feedback to committee.</p> <p>Facilities – eg keeping the boat houses clean. Suggestion for club clean out days.</p> <p>Budget price needed for painting the containers, to be sought. DA .</p> <p>Longer term projects should sit with Main Committee as to financial impact.</p> <p>Explorer boats – owned by WBC but NRC have most use of them. No current plan re maintenance.</p> <p>Agreement to include in our fleet plan, with assessment etc. to see work needed.</p> <p>Viable workable strategy for the fleet needed– to be confirmed with fleet mx team to then be presented to the Rowing committee and then Main committee.</p> <p>Both Explorer boats and the premises of the WBH to be discussed with Harry Scott by DJHB</p> <p>Racing and social calendar being worked on.</p>	<p>DA</p> <p>NC</p> <p>DA</p> <p>DA</p>	<p>Next Meeting</p> <p>Next meeting</p> <p>Next meeting</p> <p>Next meeting</p>
--	--	---	---

		DB DA	Next meeting Next meeting
6. Covid-19 and Return to Rowing	<p>Brief by DG</p> <ul style="list-style-type: none"> - The club can generate plans to return to rowing safely, but it requires members to adhere. - Challenge in shared landing stage with 4 other users (NCC can use other areas, so out of consideration) - Booking sheet is important to enable Track and Trace as required by BR, even if private boats are used. - Most squad adhering well to this, but some issues exist re non-use. <p>Agreed for DG to continue interfacing with WBH OMC to confirm WBH protocols for all clubs. Probably around format of 30 min launch slots, following coach feedback. In supporting members agreed carrot preferable to stick approach to NRC members, keeping changes incremental and awareness of need to think ahead re scheduling. Note re scullers, that oars/sculls may be handled by others, and even if they launch early (eg 6.30am) it is the timing of their return to the bank that needs to be managed.</p> <p>DA to send out photos of bays on the bank and outside of the sheds regarding where people can go.</p>	DG DA	Feedback after 27.08.2020 meeting ASAP

	<p>NC report circulated in advance.</p> <p>TH and NC need to liaise on subscriptions, allowing NC to update budget in relation to these.</p> <p>Barclays – ongoing follow-up needed to get access to the bank account and Barclays agreement to create sub account for race entries. For Katherine and Sarah to have read-only access too.</p> <p>Confirmation that NC has been authorised as signatory. Confirmation needed of who else has what access, including keeping Calum on for ease of transition.</p>	<p>TH/NC</p> <p>NC</p> <p>NC</p>	<p>Next Meeting</p> <p>Next meeting</p> <p>Next meeting</p>
8. Membership Report	<p>1. WebCollect progressing transition to ClubHub overnight. WebCollect turned off for subscriptions.</p> <p>2. Anticipating that most members will renew. To date 3 people have notified that they are not renewing.</p> <p>3. Protocols on non-payment to be adhered to.</p> <p>DA offers to call the individual. Agreed. Not the role of the coach to chase.</p> <p>Confirmation of no issues with members having any underlying health conditions or welfare issues.</p> <p>Broads Authority / EA payment may be required directly, rather than via ClubHub.</p> <p>Sports England grant info due – via Chairman's email</p>	<p>DA</p>	<p>Next meeting</p>

		TH DJHB	Once membership sorted Next meeting
9. Secretary Report	<p>Meeting former Secretary 28.08.2020 for handover</p> <p>Query re ICO process for NRC</p> <ul style="list-style-type: none"> - compliance through British Rowing - No formal data controller - ClubHub meets GDPR so important that is used for club matters. 		
10. Club Welfare Report	<p>Circulated in advance.</p> <p>Contact details all up to date.</p> <p>No issues to report.</p>		
11. Water Safety Report	<p>No update.</p> <p>Recommendation to get in touch with Roger Croome to support updates.</p>	SB	Next meeting
12. Any other business	<ol style="list-style-type: none"> 1. Who has insurance details and responsibility for Upper Shed – Calum should know but hasn't yet been passed to Nick/Donald. 2. Use of Upper boat house from Siobhan with Phil and Joe. Agreement that not to be permitted at the moment, DG to liaise <p>DA to look into boat racking issue in Rowing committee meetings taking into account sculls.</p> <ol style="list-style-type: none"> 3. Social events to discuss next time. 	<p>DG/NC</p> <p>DG</p> <p>DA</p>	<p>Next meeting</p> <p>Next meeting</p>

	4. Emergency meeting as required for discussing any Covid related issues.	DA DG	Next meeting Next meeting As required
13. Dates for future meetings	Thursday 24 th September, 7pm, Zoom Aim for every 4 weeks. TH to send meeting ID/Passcode	TH	Before next meeting