



**Marlow Rowing Club  
Committee Meeting  
20:00 23<sup>rd</sup> September 2024**

**Committee Members 2024-2025**

<b>Position/Role</b>	<b>Name</b>	<b>Initials</b>	<b>Attendance</b>
President	Cath Bishop	CB	
Chairman	Mike Parsons	MP	Y
Deputy Chairman	Matt Chan	MC	Y
Captain	Jenny Hargreaves	JH	Y
Deputy Captain	Martha Penny	MPY	Y
Secretary	Alex Kennett	AK	Y
Deputy Secretary	Eve Meyers	EM	Y
Welfare Officer	Julie Lyons	JL	Y
Treasurer	David Wells	DW	Y
Deputy Treasurer	Mel Sheldon		
Safety Officer	Jim Cotter	JC	Y
Parent Rep	Elizabeth Massey	EMY	
Director	Ed Phillips	EP	Y



## AGENDA

- Previous Minutes and Actions - AK
- Safety Issues & Report - JC
- Welfare & Safeguarding - JL
- Finance Reporting - DW
- Risk Register - MP
- Additional Items:
  - Social Media/Marketing
  - Subscriptions
  - Committee Priorities – Top Five
  - Committee Charter
  - Sam Caley Legacy



## Meeting Minutes

### Previous Minutes and Actions

Due to summer break and new Committee Members these were not reviewed but where necessary will added to an Action Tracker to be maintained by the Secretary.

Chairman will circulate the minutes to the last Committee Meeting held in June to the Committee for review at the October committee meeting..

AK will create a Committee Action Tracker to be available in Google Docs – note that provisional due dates will be added to each Action and can be updated by Action Owner.

### Safety Issues & Report

- Main priority is the need and requirement to report ALL incidents to British Rowing and in a timely manner
- JC, JM will discuss and support Pete Chambers in re-briefing the juniors of the circulation pattern due to a couple of recent incidents
- Heel restraints have been reviewed and some replaced with some shoes also needing replacing
- Great Marlow School and Sir William Borlase Boat Clubs have moved to the other side of the river and will be sending their circulation to JC for information and distribution
- An 'Induction' Pack is being created and is making good progress – more to come on this
- A building review has started and may need support and/or additional roles created
- Some launch fuel lines have been damaged recently and JC will liaise with Jamie who is responsible for launches
- JC has revised/updated the circulation pattern and MC will create a visual display which will be updated on website, notice board and distributed to members
- Launch drivers will be reminded they should not leave the pontoon at a high speed and should be mindful of other river users
- A reminder will also be circulated that anybody in certain zones of the circulation pattern (i.e. turning areas) should be on high alert and should be looking over both shoulders
- MC will re-brief the Senior Squads including the coxes on the circulation pattern and the need to be vigilant
- The MRC protocol for Adaptive/Para Rowers has been updated by JC – to be made available on the website when approved.
- Swim testing continues



## Welfare

Nothing to report this month

## Finance Report

See Appendix for Details

- It was noted that August/September is a financial low point but this will be addressed significantly when the subscriptions come in during the next two months
- Cancellation of two regattas this year at the club have had major impact plus the repair of the disabled lift which was unexpected
- The new budget (see Appendix for details) anticipated a 5% increase in subscription fees (refer to Additional Item section on subscriptions) - please see not below where the Committee approved a 3.5% increase for this year's subscriptions
- The 'Building Fund' needs to be rebuilt – previous to the fire it was set at £100K and recently was at £50K.
- Committee will look to create a list of projects in order to forecast fund requirements
- The coaching fees within the budget do not include any uplift
- The budget presented by DW was approved by all Committee members

## Risk Register

A Risk Register is maintained by the Committee

- 12 current issues : following discussed:
  - 2021 Club Safety Audit requires formal induction for every club member
  - 2024-2025 budget is very tight and costs will need to be controlled
  - Damage to equipment through accident and misuse to be reviewed
  - Review of welfare provision and compliance as volume of Junior members increases

## Social Media/Club Branding

See Appendix for details

- There are several Instagram accounts which are 'linked' to Marlow Rowing Club
- It was agreed that a 'social media' protocol should be considered in order to uphold the consistency and messaging of the Club, but this is not aimed to be a blocker
- EP will look to revise the social media policy
- A new 'Social Media' role/owner is to be considered
- MP will add this to the next Splash newsletter

## Subscriptions

See Appendix for details

- It was noted that there are some slight discrepancies between the data/values presented and what is currently appearing on the website and MP will update accordingly



- It was noted that there is a temporary/holiday membership visible on the website.
- Overall agreement by the Committee is to increase all membership fees by 3.5%

## Committee Priorities – Top Five

See Appendix for details

- Engage with Members
- Five Year Plan
- Fund Raising
- Build and Deliver an Energy Reduction
- Safety and Welfare
- Get the Organisation in Place for Large and Growing Club

## Committee Charter

See Appendix for details

- Agree method of working together
- Review Committee Code of Conduct at each meeting to ensure we adhere to principles

## Sam Caley Bequest

See Appendix for details

- Donations so far have reach circa £16K
- An additional gift of £2K will be added once received
- Proposal to buy a Filippi 2x was approved

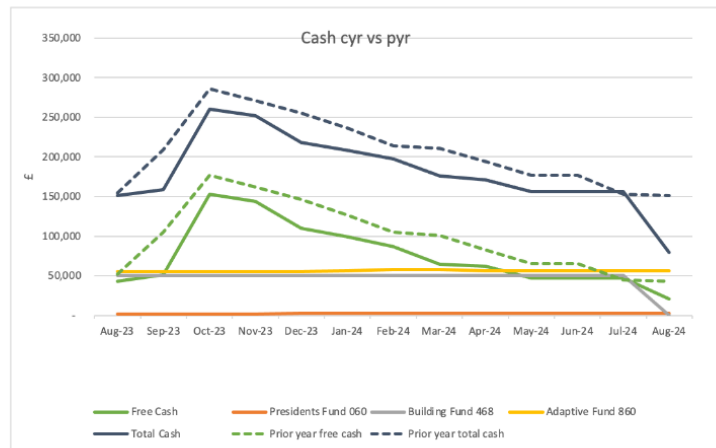


## APPENDIX

### Finance

#### CASH AND “BUSINESS AS USUAL”

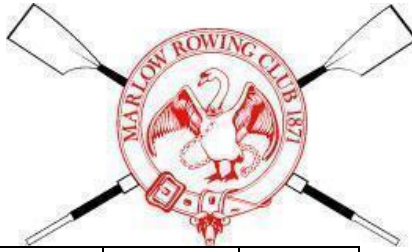
- Free Cash end Aug 2024 £20.9k (Aug 2023 £43.3k).
- This is our seasonal low point, and the free cash balance is expected to increase significantly over the coming weeks as the 24/25 subscriptions begin to be received.
- In addition, an interim rent/donation of £15k is also planned to be paid to the club prior to the year-end, with a further amount expected as the MRCT accounts are finalised.
- The Adaptive/Rowability fund is £55.9k
- President's Fund £2.5k (2023 £4.5k)
- Following the final payment of the lift repair costs, the Building Fund balance has dropped to £70. The 24/25 budget assumes we will start to rebuild this Fund over the next 3-4 years.
- Total Cash £79.4k (2023 £158k).



### Social Media

Approved Accounts	SM	Followers	Role
Marlow Rowing Club	Instagram	3159	External – recruit & reinforce image
Marlow Rowing Club	Facebook	1800	External – recruit & reinforce image
Marlow Juniors	Instagram	1632	External – recruit & reinforce image
Marlow Senior Rowing	Instagram	1272	External – recruit & reinforce image
Marlow Senior Rowing	Facebook	115	External – recruit & reinforce image
Marlow RC Bars	Instagram	671	External - Marketing
Marlow RC Events	Facebook	76	External - Marketing

Unapproved Accounts	SM	Followers	Role
Marlow Masters Men	Instagram	171	Internal
Marlow Masters Women	Instagram	152	Internal
Marlow Dev Squad	Instagram	249	Internal



Marlow Masters Women Row	Instagram	28	Internal
Marlow RC	TikTok	1203	Mixed -

## Subscriptions

Membership Fees 2024 -2025					
Category	Membership Type	Single payment (by end Oct)	Single Payment (Late)	Monthly payments	Comments
A	Rowing Member over 18 and under 67 *	£ 615	£ 665	£ 56	
A1	Rowing Member over 18 and under 23 in full time education	£ 553	£ 603	£ 51	
A2	Rowing Member over 25 and under 67 – Senior Squad (inclusive of Senior Squad coaching supplement) **	£ 806	£ 856	£ 74	Payment of £150 due 1.7.25
A3	Rowing Member over 18 and under 25 – Senior Squad (inclusive of Senior Squad coaching supplement) **	£ 559	£ 609	£ 51	Payment of £150 due 1.7.25
B	Rowing Member J/WJ17 & J/WJ18 squads (inclusive of coaching supplement)	£ 937	£ 987	£ 86	
B1	Rowing Member J/WJ15 & J/WJ16 squads (inclusive of coaching supplement)	£ 868	£ 918	£ 80	
B2	Rowing Member J/WJ14 squad	£ 435	£ 485	£ 40	
C	Rowing Member Junior Development Squad	£ 342	£ 392	£ 31	
D	Gym (Non-Rowing)	£ 335	£ 385	£ 31	
D1	GoRow Gym Membership - Restricted to GoRow class members - Gym use is restricted to weekdays 0900 to 1200	£ 155	£ 155	not available	
E	Supporter Member (Non-Rowing)	£ 68	£ 68	not available	
F	Temporary - at the Captain's discretion for a limited period	on application		not available	
H	Rowing Members Veteran (Available for those who reach the State Pension Age in this subscriptions year)	£ 435	£ 485	£ 40	
I	Coaches (non-rowing)	£ 12	£ 12	not available	
J	Coxwains (non-rowing)	£ 50	£ 50	not available	
Y	Para Rowing Adult	£ 311	£ 361	£ 28	
Z	Para Rowing Member under 18 or in full time education max age 23	£ 279	£ 329	£ 26	
Racking Fees 2024 - 2025					
	Racking Location	Single payment (by end Oct)	Single Payment (Late)	Monthly payments	Comments
	Indoor	£ 515	£ 565	£ 47	
	Under Bridge / Other outdoor under cover	£ 348	£ 398	£ 32	
	Outdoors	£ 293	£ 343	£ 27	
	Trailer	not available	not available	£ 50	Temporary storage only
	Spare spair of blades	£ 28	£ 28	£ 3	
Second Club Membership - (Summer vacation or other short duration)					
A	Rowing Member over 18 and under 67	£ 248	£ 248	£ 23	
A2	Rowing Member over 18 and under 23 in full time education	£ 223	£ 223	£ 20	

## Committee Priorities - Top Five

### Engage With the Members – Proud to be a Marlow Member

- Find out where we are starting from

### Rebuild The Five-Year Plan

- Capacity
- Social Impact

### Turbocharge Fundraising

- Rebuild our long-term capability of raising £200k pa.
- North of £120k in 2024 2025



## **Build and Deliver an Energy Reduction – Sustainability Plan**

### **Best In Class Safety and Welfare Systems Deployed and Working**

- Engage and train the whole club on the Safety Policies
- Align to latest version of Rowsafe
- Safety training process for new starters and visitors
- Align welfare policies with BR standards
- Deliver the Implementation actions from the new Welfare policies

### **Get the Organisation in Place for Large and Growing Club**

- Organisation structure
- Roles and responsibilities
- Reporting
- Transactional finance

## **Committee Charter – Code of Conduct**

- Recognise and reinforce above and beyond the call of duty contributions
- Stay out of rabbit holes and help drag the meeting out if and when it happens
- Be prepared
  - Agenda agreed and out on Thursday before meeting
  - Papers available to read on Friday before meeting
  - Nothing 'dumped' on the agenda in the meeting
- Actions agreed in the meeting and done
- Cabinet responsibility
  - Discuss professionally in the meeting, reach a position and then all of us own the outcome
- Respect others and their opinions
- Clear concise communications
- Review every meeting





## Sam Caley Bequest



We have two juniors at Marlow, Fred and Emmy, whose father Sam died unexpectedly in a fall while walking in Snowdonia on 7th June 2024. The family requested that friends and family donated money to Marlow Rowing Club to buy a boat in Sam's name. There have been some incredibly generous donations with the current total now £15,736.

Both the Junior and Senior squad coaches have asked that we prioritise men's and women's weight 2x/- boats, a part of the fleet that is in need of upgrade and included on the 2023 2024 capital plan, and that these boats be suitable for U19 and U23 trialists.

This proposal is to buy a Filippi 2x/- with the small residual balance coming from a recent donation to the club for use by the juniors (£2000 + gift aid).