



**Marlow Rowing Club  
Committee Meeting  
20:00 Monday 7<sup>th</sup> October 2024**

**Committee Members 2024-2025**

<b>Position/Role</b>	<b>Name</b>	<b>Initials</b>	<b>Attendance</b>
President	Cath Bishop	CB	Apologies
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	Apologies
Welfare Officer	Julie Lyons	JL	Apologies
Treasurer	David Wells	DW	Y
Deputy Treasurer	Mel Sheldon	MS	Y
Safety Officer	Jim Cotter	JC	Y
Parent Rep	Elizabeth Massey	EMY	Apologies
Director	Ed Phillips	EP	Y



## AGENDA

- Previous Minutes and Actions - AK
- Safety Issues & Report – JC (NB No issues to report)
  - Corrections to Safety Document
  - Upper Reach Circulation Patterns
- Welfare & Safeguarding – JL (NB No issues to report)
- Finance Reporting - DW
- Risk Register - MP
- Additional Items:
  - Boat Naming Policy - MP
  - Club Supper - JM
  - Energy Project - EP



## Meeting Minutes

### Previous Minutes and Actions

All actions captured on Action Tracker which originated from previous Committee Meeting were reviewed and four closed out.

All Committee Members are responsible for gaining traction on open items and should update the Action Tracker accordingly with action taken and/or next steps including any change of ownership.

September Meeting Minutes have been approved and will be uploaded to the Members area of the website. Moving forward it is intended that the Minutes will be approved within seven days of the Committee Meeting and made available to MRC Members via the Members portal.

### Safety Issues & Report

There were no incidents or accidents to report since the previous Committee Meeting.

Further dates are required for the Gold SPA for October and November.

JC has reviewed a number of safety documents/policies and updated versions have been saved for Committee Members to review in the October Committee Meeting folder. These include:

- MRC Circulation Upper Stretch
- River Access and Navigation Safety Rules
- Sweep Proficiency
- Foot Steering Award

The latest version of the Circulation Pattern was discussed and the Committee agreed that stopping at the bend in the stream towards the Temple Island was not ideal and it was agreed that JC would amend the pattern to show a place by the Temple Island Marina for a 'quick stop and refuel' only. Should a longer stop be needed i.e. if a coach requires to brief then the place to stop would be by the Sailing Club.

Significant change to the Circulation Pattern is the ability to spin the boats at the garages if weather determines an earlier turnaround.

JC will update documents, and MC will then review and create user friendly versions. These will then be laminated (AK) and placed on internal notice boards plus a review of where they could be placed outside the boat bays. MPY also requested that Splash should include a note about these updated documents once they are finalised and loaded to Members Portal.

River Access was also discussed, and it was agreed that winding down should commence by the flag pole to give sufficient time to spin prior to the 'white house'.

In respect of Safety Rules the Safety Officer (JC) proposed the following:

For Amber conditions:

- You must be hold a Gold SPA to go out in Singles/Doubles or coxless quads and fours
- In a single you must be Gold and have a buddy boat for non-coached session
- Singles, Doubles and Pairs should all have buddy boats at night



After some discussion it was agreed that the Committee Members would review all updated Safety documents noted above and be prepared to discuss in full at the next meeting. A compromise was reached where we would revert back to the original stipulation of Gold requirement for Amber and reinstate the buddy system for night rowing for Singles, Doubles and Pairs.

It was also agreed that the Committee should consider 'lone boating' protocol – many clubs now require lone scullers to sign out and back in again as there is a duty of care by the clubs to ensure safe rowing.

Additionally, it was suggested that the flow for Green should be reviewed by the Committee.

For Steering awards it is clear that a discussion is required with the coaches about this policy and how we assess. JC advised that the coaches have historically reviewed the document but not provided feedback so a meeting will be scheduled to discuss in detail.

It was noted that Alison Hood has volunteered to review and update the Coxing policy document.

## Finance Report

DW advised that we are still in the early days of getting subscriptions in so will report fully in November. We have forecast £233K for all subscription renewals and so far £105K has been received and it is in line with the original budget/financial forecasting.

## Risk Register

Nothing new to report – the next communication with Wendy Herman (runs the Swan line) will be added to the Action Tracker as MRC is keen to gain her advice on swan/cygnets navigation.

## Club Supper

JH confirmed that the tickets will go on sale this week and that discussions had been held with regards to the two junior crews and the Wyfold crew being invited as guests.

Some costs have increased for the supplies including the need to purchase new carpet which has been reflected in the increase in ticket prices.

## Energy Project

10% of the club's outgoings relate to energy costs and recently EP and JC have resolved some building challenges and sorted out insulation.

Gas supplier/account is coming up for renewal in December and best priced options are being obtained for review. Electricity is in contract until 2025 so no movement there.

JC has also obtained prices for solar and other options which will be presented to the Committee in the near future.