

**Marlow Rowing Club
Committee Meeting
20:00 Monday 4th November 2024**

Committee Members 2024-2025

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

AGENDA

- Previous Minutes and Actions - AK
- Safety Issues & Report – JC
- Welfare & Safeguarding – JL
- Finance Reporting - DW
- Strategic Planning (See Appendix for Full Details)
 - Engage with the Members - Find our starting point
 - Rebuild the Five Year Plan - Capacity/Social Impact
 - Fundraising
 - Energy Reduction - Sustainability Plan
 - Best In Class Safety and Welfare Systems In and Working
 - Get the Organisation in Place for Large and Growing Club
- Any Other Business

Meeting Minutes

Previous Minutes and Actions

All actions captured on Action Tracker which originated from previous Committee Meeting were reviewed.

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.

October Meeting Minutes have been approved and will be uploaded to the Members area of the website. 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 Report

The Safety Officer advised that so few reports are being logged that it may be assumed that people are not reporting incidents as they should. There have been notes on simple capsizes, juniors capsizing at Dorney and people not using kill chords etc which should all be subject to an Incident Report.

It is requested that at the next Squads/Coaches Meeting that this is cascaded to all Reps and Coaches and that they in turn remind their members to be more vigilant and follow governance around noticing potential incidents and logging near misses as well as actual incidents.

A concern was also raised in respect of singles going through the lock to train when the lock was on Yellow Boards which means nobody should be going through the lock. JC will discuss with the lock keeper on this point and MWP and MC asked if the safety documents could be updated with something specific around this point.

JC reminded us that EA rules stipulate that un-powered vessels should only use the lock when the Board is Green – JC will update relevant safety documents with a note on EA rules relevant to the Club. The key issue is to remember that MRC needs to have duty of care to keep rowers away from the weir.

We are still awaiting for the investigation results from the incident at Weybridge and it could mean that BR stipulate certain restrictions for MRC which would impact rowing considerably.

It was agreed that for now all Squads and Coaches would be communicated to and that no boats should go through the lock on Yellow Boards. If need be singles can still boat by walking their boats across to the Compleat Angler car park and boat from that strip of land.

A further discussion took place about a recent incident with an 8 turning unsafely in October – details of which are available to Committee members online.

There are three new proficiency award documents ready for review by Coaches:

Coxing Proficiency

Sweep Proficiency

Steering Proficiency

MP will review with Coaches and gather their feedback to create final versions. Next step will be to agree the methodology of assessments and agree assessors – aiming to have these in place by February at the latest.

Welfare Report

Nothing to report – please note that as this is a sensitive report it will not be published online.

Finance Report

Currently we are trying to get clearer insight into the members renewal for 2024 v 2023. Total subs received by end of October are down compared to 2023 but a number of people are moving to monthly subscription payments v yearly which will have an impact.

MP and EP will pull a report to review the data and DW will also liaise with Rhoanne who has yet to fully reconcile the current data.

It is also key to start to focus on gaining a better analysis of MRC cost base and understand the cost drivers.

DW will pull together data together in order to present how we apportion costs to Squads – this is will be a starting point for further discussion.

One of the junior parents has offered to support DW with regards to the Club's finances and accounts etc to increase accuracy, visibility and transparency in several areas. It was noted post the Committee Meeting that MRC cannot give notice to the current accountancy firm as we have agree in the AGM to renew their contract for another 12 months.

Strategic Planning

Member Survey

In 2019 the Club ran a members survey to understand how members felt about all aspects of the Club. This was used to build a Five Year Plan but now needs reviewing.

Previously the survey gained 70% response rate so this would have given a good insight to member sentiment.

It was agreed that we should create and distribute another survey early 2025. Questions to be submitted by Committee Members for consideration with the Action Tracker.

AK will list questions from 2019 survey and start to propose questions for 2025 survey.

Fundraising

Discussion around engaging and creating a group of people to support initiatives to help raise funds.

MP will raise this at next Squad Meeting.

Energy Reduction

Utility costs and supplier review continues and JC and EP are liaising with several companies with regards to gas cost reduction and energy efficiency generally. JC has spoken to 3

companies with regards to Solar plus other suppliers for energy. As we are in a fixed term contract for Electricity some companies are not quoting.

Solar installation is circa £40K with a pay back period of 9-10 years if current consumption remains the same.

We are also looking at water source heat pump which marries well with Solar which involves pipes being laid in the river – this requires EA approval who seem to be supportive at this stage.

The best move forward would be to change energy supplier where possible in the interim whilst continuing evaluation of larger projects for energy supply.

JL will liaise with her contacts who will be able to provide a cost analysis and recommendation. (Note that post meeting this company have supplied a very favourable proposal with a significant cost saving).

MP will also circulate quote for BMS replacement.

Potential to get rid of gas boiler.

Member Training

JC will meet with John Kirkland in coming weeks to discuss the requirements for Moodle training modules and the view to move all Safety documents into a Member Training module. This will ensure the Club has visibility and governance in respect of who has read and agreed to Safety Rules.

Welfare Training

JL is looking at getting a provider for in-house Safeguarding training and EP and JL will review Welfare documents and policies and update where necessary.

Organisation Structure

Work is in progress to create a clearer view of roles and responsibilities within the organisation in order to have greater governance plus understand where the Committee can/should ask for volunteers from the Members to take ownership of certain roles and tasks.