

**Marlow Rowing Club
Committee Meeting
20:00 Monday 2nd December 2024**

Committee Members 2024-2025

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

AGENDA

- Previous Minutes and Actions - AK
- Safety Issues & Report – JC
- Welfare & Safeguarding – JL
- Finance Reporting - DW
- MRC Club Organisation - AK
- Any Other Business
 - External Swim Tests - EP

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.

November Meeting Minutes approved for upload to Members Portal.

Top Two Actions for Committee Members:

- Review the proposed Survey Questions for a January 2025 Member Survey
- Review the initial proposed structure for 'Run the Club' and 'Change the Club' including Vision and Mission Statements.

For both the above please provide feedback directly via email to Club Secretary with Chairman on CC.

Safety Report

The Safety Officer advised that we have still not instilled in members the need to report all incidents including near misses. In the last month there are known issues which have occurred but not report has been submitted.

This will be raised again at the next Squad Meeting with the Captain asking Squad Reps to confirm that they have communicated this request to their Squad Members.

It is imperative that we report incidents which lead into the Club's learning and modification of policies, training etc. MRC needs to be proactive and have strong due diligence in this respect particularly as British Rowing is currently finalising their recommendations post the Weybridge incident.

EP and JC are currently liaising with British Rowing (BR) with the support of Andy Knill and gaining an understanding of the approach BR might take in conjunction with the Environmental Agency in respect of Yellow and Red Board restrictions. More to follow on this once known but the team are working on creating a compelling risk based approach to BR.

Welfare Report

Nothing to report other than one 'generic' concern raised which may lead to a related question added to the proposed 2025 Member Survey.

Finance Report

Currently cash flow is on track compared to 2023 but not quite where it was hoped it would be. The key issue seems to be members moving to Go Cardless (Monthly Direct Debit) subscriptions v yearly one off payment. Until all subscriptions and payments are processed it will be difficult to analyse the full extent of this movement including any churn in memberships.

It is anticipated that within the next two weeks the backlog will have been processed and data can then be analysed and findings discussed. Go Cardless subscriptions are a non-predictable revenue stream as they can be cancelled with a month's notice so some adjustment may be needed once the full report is available.

An initial template was reviewed which will enable the analysis of a P&L per Squad - this was approved by the Committee and now DW will import the data values for a second review in January Committee Meeting.

Some elements in this template could enable members to have a clearer understanding of the financial implications of running MRC and Squads but some components such as Rent, Rates etc cannot be negatively or positively influenced by Squad Members.

Strategic Planning

Member Survey

This is anticipated to be ready for distribution towards the end of January 2025 and will then help support the revised Five Year Plan for MRC.

Energy Reduction

Gas utility provider is being changed and will bring a good yearly saving.

Member Training

John Kirkland has created a number of prototype training modules on Moodle which are still under review by JC. It is anticipated we should be able to roll this out early 2025 for Members to complete online safety training.

Organisation Structure

AK presented an initial proposal on how the organisation of MRC could be split by:

Run the Club - Operational

Change the Club - Strategic

This first draft was approved by the Committee so work will continue including the integration of Job Roles and Descriptions which are being created by MP.

This will mean that there will be a clear delineation between 'running the Club' and strategic direction of the Club as currently the Committee Members are fully focused on the Club's operations and unable to fully drive strategic direction for the Club.

Cath B will support and bring value to the 'Change the Club' components and will be advising on Club Culture.

The Committee will also review who should be supporting Run the Club and who should work on Change the Club.

Committee Members will also consider the proposed Vision and Mission Statements which again are in first draft but with the intent that this will help bring accountability to how the Club is operated.

Please refer to Appendix for screenshots of the first few slides which will provide an indication of the thought process.

Appendix

MRC Organisation



Vision
"To be a leading community for rowing, inspiring individuals of all abilities to achieve their full potential through excellence in health, fitness, and performance. We strive to foster a culture of continuous improvement and inclusivity."

Mission
"To foster a vibrant, inclusive community that promotes health, fitness, and a lifelong love of rowing. We are dedicated to developing physical and mental well-being, achieving personal and collective goals, and cultivating a spirit of sportsmanship and camaraderie both on and off the water."