

**Marlow Rowing Club
Committee Meeting
20:00 Monday 6th January 2025**

Committee Members 2024-2025

Position/Role	Name	Initials	Attendance
President	Cath Bishop	CB	Yes
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	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
 - Revised Welfare Documents/Policies
- Finance Reporting - DW
- Risk Register - MP
- Any Other Business
 - Structure - Roles and Responsibilities - Non-Duty Roles
 - Junior Men - Changing Room Ceiling Replacement
 - Member Survey

Meeting Minutes

Previous Minutes and Actions

Minutes

December Minutes - Approved

Actions:

1. Social Media - EP - done as an incidental part of Welfare work
2. Moodle - Jim and John Kirtland had a look with some helpers. The initial feedback is that members want in-person sessions, but this is not sustainable in the longer term. Some discussion about whether this could be tied to other training or events - potential later but hard for the first tranche. This training is essential so we have to deliver this as it is a critical part of the Safety System. It may require explaining more clearly to the membership how critical this activity is both for its intrinsic value but also as a protection against challenges to our ability to row.
3. Car Parking - The Compleat Angler allocation is reduced to 10 cars now. Discussion around how to engage better with the Compleat Angler, including driving business to them. John Kirtland will speak to them commercially, and JL and MP will try to speak to the General Manager.
4. Street Parking - MP outline the plan to stop this dropping off the council's priorities list.

Safety Issues & Report (Jim Cotter)

JC had submitted the Safety Report covering a range of issues.

3 Events:

- Broken Ergo - Bungee failure, which is a less often see issue. Steps to be taken re: checks.
- Repeat of quad issue. Will now remove shoes of this type from the club because the operational control was not working.
- "Bob Bobbet" nuisance complaint, claiming a fatality.

Other issues discussed:

- We need to report better - a couple of incidents not reported and we should maintain high standards.
- Coxing/Sweep/Foot steer award - MP to respond.
- BR's initial "rowing against EA advice only if exceptional" advice has been softened in most recent safety brief from BR's Hon Safety Advisor. Still work to do on this, which may involve to speaking to other clubs to build consensus.
- Too many people not following circulation and shouting and being abusive if challenged. Several attendees have had the same experience when trying to raise this with crews. Compliance with the safety rules is required for safety, but civility to those trying to enforce them is fundamental. We cannot have volunteers abused for doing their job. Some discussion in the group about how to manage this - as a first step it was decided to focus on coxes, who set an example, initially in the senior squads as Martha had specific experience.
- JC wants a helper.

Welfare & Safeguarding

JL - listening to Jim, perhaps we're also under reporting on Welfare issues. JL will be putting up notices at the club to make it easier to report issues to her or external organisations.

EP – introduced welfare changes. The previous welfare documents are dated 2013 and need to be updated to comply with modern standards. There is a Welfare Policy with the bulk of the content and a CWO policy with the elements that mainly apply to the CWO/Club. In addition the Conduct, Disciplinary & Abuse policy has been redone, and the Social Media policy has been revised.

This will be paired with an action plan, to drive all the associated work.

EP asked that these documents be approved, subject to minor fixes, to move us closer to compliance.

Cath B - Please can we introduce them in a more positive way: drafting is currently very legalistic.

MP - who owns implementation plan? EP: Julie as CWO. First steps are speaking to junior coaches.

Policies agreed Nem Con.

Finance Reporting - DW

DW provided a finance report. Free Cash (i.e. funds not reserved to a specific use) are now higher than this time last year. Also this year a higher proportion of members are paying by regular payments, so ongoing income will be higher (as opposed to coming in one payment) by circa £1k/month.

Change to Gas billing arranged by EP/JC/JL is resulting in large monthly savings, improving cash position.

Risk remains whether regattas will go ahead - not something we have a lot of control over.

Membership - there was discussion about the membership levels. The membership renewals this year were not as smooth as before, due to technical issues. Manual reconciliations of squads is being undertaken - about 20 attendees who did not have memberships were identified, which is significant fees. Further reconciliations continue in other squads. At the end of last year we had c.620 members, current is c.565 and more will be added. There is always an end-of-year drop as e.g. Uni Students and other "summer only" members drop off the end of the membership year. Work continues and a review will be done to avoid the issues for the '25 renewal period.

Detailed Accounts - DW will present more detailed accounts for the next committee meeting as part of his ongoing project to drill down into the figures.

Risk Register - MP

MP ran through the Risk Register to update on key/changed issues.

- BR's safety recommendations remain a pressing issue and discussions with other clubs will be needed.
- The Swan issue cannot be closed until Swan Rescue give a talk to the club.
- Other issues were discussed.

Any Other Business

- Structure - Roles and Responsibilities - Non-Duty Roles

The work done on structure so far was approved and it was agreed to follow this down to the "Deputy x" roles.

- Junior Men - Changing Room Ceiling Replacement

The Junior Men's changing rooms have over time had the suspended ceiling destroyed to the point it was dangerous. It was made safe, but there is a quote for c.£1,400 to fix it. The general feeling was that it did have to be fixed, but effort must be made to impress on the boys and their parents the cost of the repair and how unacceptable it was. There was discussion about whether anything could be recovered from the juniors - the approach agreed was to explain the issue to the parents and ask them to consider how it should be resolved and encourage donations. Even £10 from each junior would cover about a third of the cost.

- Member Survey

AK asked for updates, and we went through the current suggestions. The number of possible questions is currently too large so there was discussion about what the key issues were. CB made the point that it is partly about generating the information we need for a new strategy. A group will look at the questions with the aim of paring them down to a manageable number for members, in a way that still gets us actionable information.

- Bequest

The Sharp family have generously offered a donation, equal to the cost of a new Filippi 8, in memory of Simon Sharp. As per email discussions previously, the committee reaffirmed their commitment to:

1. Accepting the donation
2. Naming the boat Simon Sharp
3. Keeping the boat for at least 10 years
4. Writing to the family to confirm 1-3.

The meeting ended at 2129.