

**Marlow Rowing Club  
Committee Meeting  
20:00 Monday 7<sup>th</sup> April 2025**

**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	Yes
Deputy Chairman	Matt Chan	MC	Yes
Captain	Jenny Hargreaves	JH	Yes
Deputy Captain	Martha Penny	MPY	
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	MS	
Safety Officer	Jim Cotter	JC	
Parent Rep	Elizabeth Massey	EMY	
Director	Ed Phillips	EP	Yes

# AGENDA

Previous Minutes and Actions – AK

## Run the Club – Reporting Areas

- Safety Issues & Report –
- Welfare & Safeguarding – JL/EP
- Finance Reporting – DW
- Membership & Technology - AK
- Rowing Operations – JH
- Building & Facilities – MP

## Additional Topics

Succession Planning – July 2025 AGM

Fundraising

Regattas

Squad Structure PPT Deck

Any other business

## Rowing Operations

### Safety Training/Moodle

The safety training modules have been created in PPT format and 20 reps across all squads volunteered and conducted the training and provided feedback/comments.

There are 184 comments are under review – any basic text changes will be amended but some comments need reviewing/addressing by the Committee.

Timeframe for this project to be created.

### Incident Reports

There was only 1 incident report submitted for March 2025.

An investigation into an historical incident report has been completed and results will be uploaded to the report.

### Swim Tests

Mike Landers has requested to hand over the ownership of Swim Tests and JM will email people who have been doing the testing to see if they are willing to continue.

We are awaiting a data export/report to determine numbers of who has yet to complete a swim test and where a swim test is now out of date.

### Racking

MP has conducted a review of boats racked v EA registrations and any people found not paying racking fees will be asked to remove their boats.

### Squad Structure

Kate Fischer has kindly created a five-page document which demonstrates the various squads, entry criteria, expectations and training times.

The Committee approved the use of this document both within the Club Notice Boards and in the Members Portal of the website but not for external use.

## Welfare

### Incidents

1 incident on juniors now resolved

## Finance

No real change from main trends in last few months.

Once we know about that the Marlow Spring Regatta will proceed then DW can then update the remainder of the year's financial forecast

## Technology

### PR/Marketing/Social Media

There are two official Instagram accounts MRC Juniors and the main MRC account. MRC Juniors Instagram account was hacked during month plus Pete Chambers personal account and Seniors account.

All Instagram accounts are now 2MFA protected.

### 2MFA/Security

Following the breach of security in the Instagram accounts a review will be conducted to ascertain what areas should be subject to 2MFA process.

## Website

The Learn to Cox webpage has been updated offline and within the next few days this will be deployed online. A Facebook and LinkedIn post will be created to promote this new page to encourage uptake of cox training.

## Building and Facilities

### Electrical Equipment

PAT conducted in March 2025 with 100% pass rate.

The Emergency lighting all have a 4 year battery life – if LED green lighted ok but most have gone off and need replacing. MP is working on a quote to replace all but currently looking like £30 per unit plus £100 fitting charges.

### Lift Repairs

Lift repaired and serviced two weeks ago  
Found defective lock on first floor - £982 excl VAT to replace  
**Committee – approved charge**

Servicing for heating to be conducted  
Fire alarm testing conducted

## Janitorial and Cleaning

Senior Men's changing rooms – the urinal needs a monthly limescale removal acid applied.

Kitchen and galley need a complete deep clean – to be arranged.

## Premises Team

Currently Mike Jones, MP and Peter Hunt are a small team who own Building and Facilities and there is an initiative to create a formal Premises Team.

## Succession Planning

AK raised the awareness of the Committee considering the July AGM and that any succession planning needs to be considered.

## Fundraising

JM raised a question in respect of funds raised by recent Auction and Raffle at Club supper plus One Club suppers should all be allocated/flagged as fundraising and not be aligned to normal operational finances.

DW needs notification of any monies which should be attributed as fundraising.

The board outside the Club which faces the traffic as they head north on the Marlow Bridge is now being fully deployed as an advertising space. This will provide a regular income of £70 per week and the space is now booked until the end of the year.

Currently displayed is The Nook – a shop in Marlow and next month will be Coppas Brothers.

Car Park/Bridge Works – rent car park at £600 per week for the building contractors and these funds will be aligned to fundraising. Bisham Abbey are happy to support MRC rowers during the bridge works at a cost of £700 per month.

Fundraising group met in Feb and will meet again – data TBC

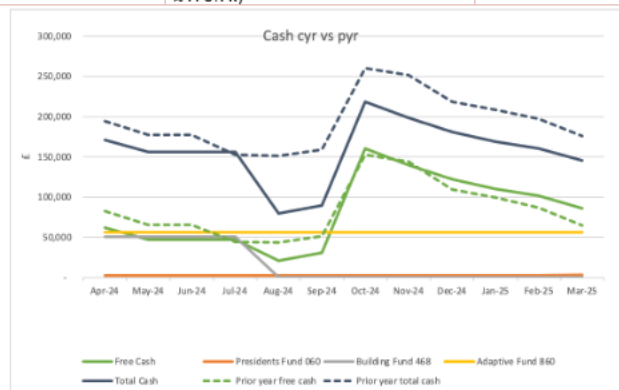
Ideation session was productive but now need to move forward on a selection of ideas

# APPENDIX

## Finance Report

COMMITTEE MEETING REPORT	STATUS
Area	Finance
Reporting Period	March 2025
Author	David Wells
Owners	David Wells Mel Shelton

CASH BALANCES		Notes
Free Cash	Free Cash end Mar 2025 £86.3k (Mar 2024 £64.8k)	As well as the normal monthly payments, the annual BR Affiliation fee (£5.4k) was paid in March.
Total Cash	Total Cash £145.4k (Mar 2024 £175.7k)	



UPCOMING DELIVERABLES		Notes
H2 reforecast	To be prepared for May committee once outcome of Marlow Spring regatta known	

PROJECTS		Notes
Transactional Finance	Pink Accounting to take on day to day finance reporting Treasurer to maintain responsibility for bank transactions (ie Pink will not go on the bank mandate)	