

**Marlow Rowing Club
Committee Meeting
20:00 Monday 1st September 2025**

Committee Members 2025-2026

Position/Role	Name	Initials	Attendance
President	Cath Bishop	CB	Yes
Chairman	Mike Parsons	MP	Yes
Deputy Chairman	Joel Evans	JE	Yes
Captain	Ruth Naylor	RN	Yes
Deputy Captain	Lorna Loretto	LV	Yes
Secretary	Alex Kennett	AK	Yes
Deputy Secretary	Magda Al-Nugaidi	MAL	Apologies
Welfare Officer	Julie Lyons	JL	Yes
Treasurer	David Wells	DW	Yes
Deputy Treasurer	Mel Shelton	MS	Apologies
Safety Officer	Jim Cotter	JC	Yes
Parent Rep	Richard Hull	RH	Yes
Director	Ed Phillips	EP	Yes

AGENDA

Welcome

Run the Club – Reporting Area

- Safety Issues & Report – Jim Cotter
- Welfare & Safeguarding – JL/EP
- Finance Reporting – DW
- Priority Areas
- Values
- Actions Review

Meeting Minutes

Safety Report

Incident Reports – 1st August to 31st August

Incident Number	Incident Logged	Details
38838	07/08/2025	Novice Simple Capsize
38839	07/08/2025	Novice Simple Capsize
38846	09/08/2025	Dev Member Simple Capsize
38878	12/08/2025	Novice Simple Capsize

Lack of reporting on BR continues and it is estimated only 20% make the system. Items that did not (but discussion held) - No heel restraints, 6 x launches with no kill cord, 15x launch drivers without the groin straps, 1 floating swimmer in the water next to Cadets plus a recent collision with a paddle boarder.

Current Focus

- Re-kindling the Moodle work to get published
- Started to work through:
 - Life jackets – 8x new Red 165 with lights – 5x165 sent away & 2 coach launch sent away
 - First aid kits 2x restocked balance to check
- The Proficiency Award documents for Coxing, Sweep and Steering need to be published and implemented

- Reviewed Row Safe – initial observations
 - Requirement for shoes to fit - ***The shoes are the correct size for the rower and will not hold the rowers' feet too tightly.***
 - Swimming requirements - reflect MRC position
 - Be aware that some older rowers, who have not practised swimming for some time, may not be able to swim as well as they think they can.
 - In particular, the club risk assessment may determine that the ability to swim is essential if there is a risk of a member entering the water upstream of a weir and being swept over that weir.

Gym Equipment

Avoid standing indoor rowing machines in a vertical position in areas where they can easily be knocked over - ***Note: this is less severe than the C2 recommendation of never store on the end as it is unsafe.***

Coming Up

- Continue
 - Life jacket inspections
 - First aid kits
 - Launch kits
- Start
 - Annual boat check – bow balls / heel restraints etc
 - Release further dates for Gold award for September?
 - Agree and hold a panel for Steering assessment
 - Agree and hold a panel for Sweep assessment
 - Hold a panel for Cox assessment
 - Police the boating – many people have no SPA at all in the system but are boating
- Introduce season focus – September/October;
 - Boat lights (bow / Stern and spare)/ high Contrast clothing – mandatory for single and 1 year until fully mandatory.
 - Launch Drivers – Kill cords and life jackets – Could add be visible?
- Review and write up the balance of the Adaptive safety documents
- Complete safety check of boats
- Review and write up the junior safety documents

Marlow PR1 Protocol

This document was created with collaboration between Bruce Lyn and one of the athletes. The Committee approved the document which will now be shared with Members and added to Members Portal on website.

Overtaking

The Committee approved the reinstatement of the paragraph on overtaking into the navigation document.

Welfare and Safeguarding

There were two key welfare incidents since the last Committee Meeting in July and these have now been closed out but require ongoing/additional work as a result.

Finance Report

Key points

- *Opening free cash at 1 October 2025 expected to be £45k*
- *4% increase in subs assumed*
- *Operating surplus (before Regattas, Bar rental, donations and Capital purchases etc) expected to be £22k*
- *Regattas, Bar rental, donations etc £38k assumed*
- *No major capex currently assumed*
- *Closing free cash 30 Sept 2026 forecast to be £104k*
- *Building fund increased to £25k*

The increase in Members Subscriptions at 4% was approved by the Committee.

The Committee discussed at a high level the various Member Categories and agreed that these need to be understood in detail and reviewed.

Priority Areas

Capacity & Expansion

MRC require more space as the Club membership grows.

Compleat Angler have a strip of land with an abandoned house and parking for a few cars which takes you down to the water below the lock. Conversations are ongoing with CA.

Cookham Reach Sailing Club – conversations continue with the Treasurer but no advance on a mutually beneficial agreement as yet. There is a strip of land to the right of CRSC owned by Copas – both options are potentially cost prohibitive.

Energy & Environment

Utilities are forecast to be circa £50K annually and whilst we have taken advantage of discounts etc and moving suppliers we continue to look at alternative energy suppliers and methodologies.

It was confirmed that MRC do approach energy conversations on the proviso that MRC is a charitable organisation.

Members Survey

Committee Members to review the proposed Members Survey and provide any feedback by 15th September in order for the survey to be circulated by end of the month i.e. before October renewal period.

The survey questions need to allow for responses to provide good insight and lead to actionable and achievable outcomes. They should also lead the Committee into understand the future strategy and what would make people happy moving forward.

APPENDIX

Future Meeting Dates

Meeting Date	Meeting Type
7 th October 2025	Change the Club
4 th November 2025	Run the Club
2 nd December 2025	Change the Club
6 th January 2025	Run the Club
3 rd February 2025	Change the Club
3 rd March 2025	Run the Club
7 th April 2025	Change the Club
12 th May 2025	Run the Club
2 nd June 2025	Change the Club
16 th July 2025	Annual General Meeting

Run the Club: Operational

Change the Club: Strategic

Committee Values

Respect & Inclusion

We treat every person with kindness, fairness, and empathy.
We value every voice and ensure all perspectives are heard.
We create a non-judgmental, compassionate environment.
We act with respect for individuals, their identities, and experiences.
We assume positive intent and consider the impact of our actions on others.

Open & Honest Communication

We listen first and speak with honesty and care.
We practice deep, active listening.
We welcome diverse views and challenge ideas respectfully.
We engage in transparent, open dialogue and unite around shared decisions.
We foster a space where honesty and curiosity go hand in hand.

Accountability & Integrity

We take ownership of our actions and model the behaviour we expect.
We follow through on commitments and admit mistakes when they happen.
We maintain confidentiality and trust within the group.
We stay engaged, manage our time well, and keep discussions purposeful.
We lead with consistency and integrity.

Collaboration with Purpose

We work together strategically, positively, and with shared intent.

We collaborate openly and delegate effectively.

We advocate for each other and act as one team.

We align on clear agendas and focus on shared goals.

We keep improving, challenge the status quo, and make room for creativity and fun.

Run the Club Meeting Structure/Expectations

One pager – pre read, exceptions & questions only

- Rowing - Ruth
- ALTR / JLTR / Pathways - Ruth
- MSR / MTR – Ruth
- Racking – Ruth
- Truck & Trailer – Ruth
- Launches – Ruth
- Boat maintenance - Ruth
- Membership – Alex
- IT – Alex
- Membership - Alex
- Junior Squad – Richard
- Fundraising – Joel
- External Affairs – Mike
- Insurance – Mike
- Premises (including Janitorial) – Mike
- Energy & Environment – Ed

Change the Club Meeting Structure

- Capital plan – Rowing Operations - Ruth
- Capital Plan – Building/Premises– Mike P
- Governance - Mike
- Safety - Jim
- Finance - David
- Fundraising - Joel
- Coaching - Ruth
- Culture & Community – TBC
- Mid-term plan – Mike
- Capacity & Expansion - Ed