



**Eskmuthe Community Rowing Club Committee Meeting
Monday 12 February 2018, 7pm
Fisherrow Yacht Club**

Minutes

1. Welcome and apologies

In attendance: Pauline, David, Gaynor (Chair), Katie (Minutes), George
Apologies: Sandra

2. Minutes and Matters Arising

Minutes approved: Gaynor & Seconded: Pauline
Matters arising:

- Letters have been sent/delivered to all Christmas social prize donors
- Trailers - Honesty's to go in for service this week
- Don't need to register with the Information Commissioner's Office, but in preparation for GDPR Katie to carry out information audit for the club.

ACTION: Katie to carry out information audit

3. Correspondence

The offer of the boat shed lease has been received from East Lothian Council. It was agreed to defer the discussion to a future meeting.

Rowing the Waves sent a request for general info. David has replied.

4. Website

A very big thanks to Kate for all the work on the new website. Agreed that just a few tweaks needed.

ACTION: Katie to collate feedback and pass to Kate.

ACTION: Gaynor to contact Stewart re Twitter details.

ACTION: Gaynor to send history of club to Kate

5. Reports: Membership Secretary/Club Captain

Club Captain - Full report on Big Tent & website

New Rowers presentation - David is putting together a short presentation for new rowers (or anyone else who would like to go along) with a bit about the history of the club, info about rowing and also about the regattas. This will be happening during the next month. The idea is to give new rowers a bit more of a structured introduction to the club and how it works.

Regattas – Bigtent 'Events' have now been posted for all the regattas up to our own **Eskmuthe Regatta on Sat 11th August**. The plan is to put an email out to all members this week asking if they want to take part and do some training, to do a bit more team building and preparation in advance and see if we can improve on last year's results.

Midweek Rows - Making up a list of midweek dates when we'll be able to row in the morning (7 – 8.30am) and midweek evening rows (6.30 till 8pm ish). If the weather looks especially good some of these sessions may be posted a short notice.

Cancelling sessions - The cox should text all the crew the day before alerting them to the possibility of the session being off – and say they will be told on the morning, at least an hour before the row, whether it's on or not. The cox should then make arrangements to check the conditions in the morning, make a decision and text the crew to let them know. David & Gaynor are happy (if they are around) to

go over to the harbour to make a call and report back to the cox, but it would still be the cox's responsibility to inform the crew if the row is off. For very early morning rows the call would still have to be made the night before.

If you have to drop out of a rowing session within 24 hours of it happening, please text the cox or email Eskmuthe so that we know and can ask around for a replacement crew member.

Membership Secretary

We have had a strong start to the year, with 3 new members and more to follow.

Membership currently = 51. However, we have 35-40 rowers who are active, which is the highest it has ever been without a doubt.

Do we need more members? There is real pressure on spaces when we only have one boat in the water. However, there should be plenty of capacity when we have both boats out for the summer season. Meanwhile, we are trying to address the 'winter squeeze' by putting 3 sessions on where possible on Saturday and/or Sunday to open up more spaces.

We are good at recruiting new members, but we will always see some existing members leave or drift away for a variety of reasons. The club's membership has increased by an average of 5 members per year – but the higher profile of the club means this is increasing.

I've been giving more thought to how we work with existing members, especially on how to introduce new members to the club in a more structured way (addressed in George's report). I'm also keen that we continue to offer our diverse membership a range of experiences, from short social rows all the way through to fierce regatta competition! It seems sensible to find out who wants to take part in competitions and try to structure that more effectively – so an email will go to members this week.

Next membership meeting is Tuesday (13th Feb) and will bring thoughts back to the next committee meeting. In the meantime, we will continue to push hard on social media, wider publicity and a range of different events designed to recruit and retain members.

ACTION: Katie to ask Kate to add Captain's report on website

6. Update: Finance

The budget document prepared by Helen was circulated – it's still a work in progress, to be discussed at a future meeting.

7. Trailers and towbar

Honesty's trailer is booked in, George to speak to Stewart re Steedie's trailer. Towbar – we could potentially use money from budget to add to someone's car? George's was about £330. David and Gaynor to investigate and get a price for their car.

ACTION: George to contact Stewart re trailer.

ACTION: David and Gaynor to investigate and get a price for their car.

8. Development Weekend

The SCRA Development Weekend takes place over Easter, with 3 places per club. Covers rowing technique, coxing etc (still to be finalised). Need to decide who should go. Agreed George and Gaynor plus one other. Gaynor to put on BT and ask who else would like to go (and commit to being part of future development of club).

ACTION: Gaynor to put info on BT

9. Strategy Document Review

Document was discussed, Pauline to add suggested updates, and then document is considered agreed.

ACTION: Pauline to update document.

10. Child Protection Policy

Gaynor has amended, Pauline to make changes and send to George – once George has agreed then that's passed.

ACTION: Pauline to make changes and send to George.

11. AGM & protocols for elections to the committee

Constitution has been circulated around the committee, confirmed that protocol of AGM is that office bearers are chosen by elected committee. Discussed process which is that all trustees must stand down and be put forward for re-election. Decision at next meeting.

Potentially looking for nominations 2 weeks beforehand but this will be discussed at March meeting.

KS to draft email to ask for nominations, then would need to go to vote at AGM.

ACTION: KS to draft email to ask for nominations

12. Flash Rowing

With the days getting longer, there is the potential for weekday early morning and evening rows. George will email round with dates and times.

ACTION: George to email details.

13. AOB

- For club documents, agreed use of Google Drive for now to keep everything in one place. Katie to start to organise.
- Discussed the 'Rowing Clubs fees and costs' document that Pauline prepared: changed to two free rows. Agreed with small changes to go to launch at AGM.
- Font for club public documents is now Candara.
- Plans for the Spring social rowing event – advertise on BT, FB. Book FYC 1-5pm for Sunday 18th. Would need 2 boats. George to check with Norman and Paul if it's realistic to have both boats then.
- Next social event – KS to try Ravelston Function Suite but leave for now. Rugby Club – David to check. Take out of calendar. Look at May, for other venues, and consider raffle, aim for £500 fundraising total.
- FYC – can they supply safety boat for regatta? Max agreed that they can.
- Gaynor would like to do powerboat training.
- Gaynor, David and Veronica did the VHF Radio User Course. All passed!

ACTION: Katie to organise Google Drive.

ACTION: Pauline to make changes to fees doc

ACTION: George to check re boats for 18 March

ACTION: Katie to check Ravelston, and David to check Rugby Club for dates in May

14. DONM

Mon 12 March FYC 7pm

AGM Mon 23 April FYC 7pm