

# Facilities Committee Meeting

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Tuesday 25Apr, 730pm, FBC

## Attendees :

Nicholas Van Heer, Nick Kay, Dennis Stormont, John Hill, Jon Crooks, Collette Rhatigan, Lucy Ballard and David Salveson

CC: Nick Barnet, Club Captains (Dave Long, Jon Crooks, Sarah Longman)

## Agenda

1. Introductions
2. Date for next meeting
3. Actions from previous meeting ?
4. Topics – Approval Items
  - a. Nowkas boats in compounds
  - b. Dogs on site policy
  - c. Posters policy
  - d. Changing Rooms policy
5. Topics – Discussion Items
  - a. Decoration of the clubhouse
  - b. Site maintenance – tasks and owners
  - c. Fob process – Site Security
6. AOB
7. Close

1. *Done*

2. *Agreed for Tuesday 13th June*

3. *Discussed the need for regular maintenance - see item 5b.*

*Agreed that we should have regular items on the agenda for each Fac-Comm meeting, such as maintenance updates.*

*Discussed need for a monthly cleanup day - see item 5b.*

*Discussed the desire to have wider membership “looking after the property” - see item 5b.*

## **Topics for Committee Approval**

### **4a. Nowkas Boats in Compound**

Request submitted from Peter Travis to house Nowkas boats within FBC compound whilst they are being completed after which they will be move offsite.

Committee Position : Committee does not believe this is in the interest of FBC membership or the Trust – the boats have been under repair for some years and seem likely to continue that for some years to come. The prospect for relocation needs to be demonstrated (licenses are required). Both of these indicated potential for leaving FBC with an obligation to house the boats for a much longer period than indicated.

The members and the trust are not benefited from the presence of the boats which would be taking up space that could be used to much better serve the interests and goals of the club.

Facilities Committee position is to reject this request as it has been submitted. We are prepared to examine a new proposal if it sufficiently addresses the above concerns.

*Trustees have iterated with Peter who has withdrawn his request to house the boats on site. Discussion is ongoing to clarify what he now wants. No action needed from Fac-Comm.*

### **4b. Dogs on Site**

A number of members have been bringing their dogs onto the site, and whilst we do not wish to be overly restrictive, it must also be recognized that not all members are comfortable with dogs and there is no good reason to have dogs present on the site, being fairly incompatible with the function of the club. There have been several instances of dog fouling within the site, even within the Clubhouse itself and this must be strongly discouraged.

FBC policy is that members may bring their dogs onsite if there is good reason (ie not just for casual dog walking but because the member needs to visit the site), but all dogs must be kept at all times on their leads and closely monitored at all times. We expect members bringing dogs onsite to ensure any dog fouling is properly cleaned up, and encourage such members to ensure this is the case not just for their own dogs. Dogs are not allowed within the building (ground or upper floor) except when given specific permission by a club captain – neither should dogs be left tied up whilst a member goes into the building.

Summarised as follows :

- Dogs on site must be
  - o on a lead at all times
  - o closely supervised at all times
- Dog fouling must be cleared up immediately and disposed of properly.
- Dogs are not permitted in the upstairs floor or the gym (Bay4) unless specific permission is given by a Club Captain.

*Some discussion about when a club captain might give permission. such as for sight assistance (ok) and comfort (not so ok, depending on whether this is medically prescribed). Policy approved by committee, Jon to prepare a poster for distribution by captains and loading onto FBC website / FAQ's.*

#### **4c. Posters**

Posters have been proliferating admittedly before noticeboards were put up. We need to establish a policy to ensure this stays under control and the walls, doors and partitions are not swamped with years old posters.

Summarised as follows :

- Posters should only be place on noticeboards
- Always check with your captain if it is ok to put up a poster
- Posters should have poster's name, posting date and removal date identified on the poster.
- Poster should be relevant to club business not private members interests.

Not complying with any of the above makes the poster liable for disposal at any time.

*It was agreed that we should also have a community noticeboard, placed on wall in hallway between changing rooms, where members can put up more personal notices, though we still expect them to be named and dated or be subject to arbitrary removal. There are some noticeboards stored in the gym and (someone) will install in the corridor. Policy approved by Fac-Comm, Jon to product a poster for distribution by Captains and posting on FBC website / FAQs.*

#### **4d. Changing Rooms**

It has been noted that in the changing rooms (specifically the womens) some people have taken to leaving their personal property permanently on hooks or shelves. This includes shoes, damp towels, coats and bags of clothing. A number of members have complained and asked that this be addressed by the club. Noting that this is on the increase, and there are 500 members in the club this is of some

concern. ***In the absence of anyone volunteering to handle lost property we propose the following policy.***

Summarised as follows :

- No personal property should be left in the changing rooms on long term basis (> 2 days)
- Sports equipment should not be left in the changing room
- Items that have been left for more than 2 days are assumed to be 'lost' and should be moved to the lost property buckets placed on top of the lockers in the upper corridor.
- Items that are not removed from the large bucket after 2 weeks will be moved to the smaller bucket. If not removed after one more week then they will be disposed of.
- Obviously valuable items, such as sporting equipment, may be retained for a longer period as seems appropriate but there is no guarantee of this.
- Note that the above schedules are approximate and may not be precisely adhered to. The club believes that 3 weeks is more than sufficient for members to recover their property and having failed to do so then it is no longer wanted.
- Wet river clothing may be left during the day on the drying racks in the shower areas (and not on the clothing hooks in the main changing area) but should be removed by the end of the day.

Exception is water safety related equipment (such as the bag of towels and Dryrobe currently in the womens changing room.

*Fac-Comm asked that the buckets are labelled more clearly (action on JonC) . Policy approved by Fac-Comm, Jon to produce a poster for sharing by Captains and posted on FBC website / FAQ's.*

## **5. Discussion Items**

## 5a. Club Decoration.

It has been proposed to deploy various memorabilia around the clubhouse – e.g. a old wooden single, pair of wooden oars, kayak paddles, pictures etc. The FCM needs to review these and come to an agreement that is fair and appropriate.

*Wide ranging discussion on options for decoration and associated benefit of sound damping.*

- *“historical/legacy cultural” pictures - stack of old pictures in a store cupboard. Need to be sorted/reviewed, ideally at next Monthly Cleanup, and installed around the Social Space.*
- *“current ” pictures - such recent high profile members, race wins, etc. These should be deployed in the main lobby. To be reviewed by Fac-comm as they are offered up. Suggestion that captains bring these forward for attention of Fac-Comm.*
- *Committee photos to be installed in the connecting corridor at back of Main Hall*
- *For memorabilia, it was agreed that members/captains should bring forward their proposed items for collective review by Facc-Comm/Captains in June to determine what and where.*
  - *Rowing items : wooden single, old wooden blades, end of wooden shell made into shelves - all in need of refurbishment.*
  - *Kayak items : old kayak wooden erg (Dennis), kayak paddles, ...*
  - *Canoeing : LB to discuss with Sarah et. al.*
- *Dennis will also quote for installing decorative sound dampening to improve acoustics in Upper Hall.*

## 5b. Site Maintenance.

With the completion of building phase of the Clubhouse, we now move into Business as usual operation of the clubhouse. A cleaner has been retained to clean the two changing rooms but no more than this (and the disabled and womens toilets in the Entrance hall ?)

We need to agree a list of activities that need to be done to maintain the property – outside of systems maintenance (heating/lighting/machinery etc).

Maintenance tasks :

Upstairs main hall floor sweep/mop : OK, K&J + adhoc

Social Space floor sweep/mop incl balcony : OK, K&J + adhoc

Social Space surfaces clean OK, K&J + adhoc

Main kitchen clean OK, K&J

Upper hallways sweep/mop : not ok

Entrance Lobby and Stairs cleaning. : not ok

Gym floor and equipment cleaning : ok - adhoc

Rear “Erg” Room : ok - adhoc

Wheelie bins put out/take back : ok - Rowing WDS

Lawn maintenance : Ok, Peter Rothery

Deck maintenance : Ok, rowers adhoc

Wooded areas – weed control etc. : OK, rewilding - no work

***Cleaning Materials/ Toilet rolls/etc. :***

*[K&J - Keith and Jo - who are doing a cleanup after each breakfast session adhoc- means regular users of this space are encourage to clean as they use it - e.g. Rowing erg users sweep area after use]*

*Ask cleaner (Rita) to check stock levels and advise Jeff of shortages - these should be delivered to Lucy Ballards property which she will then distribute around the club.*

*Cleaning materials are located with floor cleaner machine in corridor adjoining changing rooms, as well as under sinks in bathrooms.*

Currently cleaner is doing the changing rooms on Mondays to limit of budget allocated. Some concerns that the rest of the lino floor areas (upper corridors, Lobby, Interior stairs) are not getting cleaned and will develop permanent stains - frequent light cleaning is needed. This should be a candidate for weekly cleaning by members or by cleaner if budget allows.

Its suggested that we identify club sections (e.g. canoesits, junior rowers, different level kayakers etc etc) and ask them to take weekly turns at club maintenance/care. We need to identify the recurring tasks and assign to these groups, *[Post meeting Note] which will need an organiser for each group.* Goal is to encourage collective ownership of the clubhouse condition, DavidS is going to review with Trustees is more budget can be allocated for cleaner to extend to remaining lino floors - based on increased income from kitchen business.

#### Systems Maintenance Tasks :

Nick has placed notices on equipment guiding on recovery actions etc. He is also working on a handbook that provides more detail. Proposal is that the Captains ask for volunteers to join a Tech Support team (5 to 6 people) that Nick will train on running/managing the building systems. *PostMeeting Note : Once established we will need to figure out how to make this team reachable by the membership (CORC used a cunning QR->Whatsapp group to enabel this)*

Its assumed that the respective club groups will look after their own areas – e.g. rowers for erg room, erg space in Upper Hall, Rowing Bays (1 to 3), kayakers for kayak bays and storage area, Canoeists for the Canoe compound.

Proposal is that all members are required, as a condition of membership, to contribute some voluntary working hours to club maintenance/care/



Jon to raise this with the Trustees for their agreement before taking to the Captains/Membership secretaries. If agreed we could implement this in memberships T&C's at new/renewal of subscriptions.

### 5c Fob Process and Site Security

Jon Crooks and David Salveson to review Fob management with the committee to ensure it is understood and agreed.

- Access with fobs
- Access without fobs
- Weekend morning unlock times
- Fob Issuing and Replacements
- Fob repairs

Fob system is being investigated for some malfunctions - ongoing with DavidS and manufacturer/installation engineer. These include the gates/doors not unlocking properly on weekend mornings and misbehaviour of external metal door to changing rooms. In general current fob system is working, Jon to ensure we have backups of Fob database stored on secure part of FBC website. Captains to remind members not to let anyone into the gym - gym users must either have a fob or be with a supervisor who has a fob. A member Inadvertently letting a child into the gym will put that member and the club at risk if the child then injures themselves in the gym.

AOB

6.1 Input from Trustees (NB)

- We agreed that I will ask Peter Travis for evidence that the Nowka Bais will be used (that he has engagement with the Bangladeshi community). Also that we need evidence that he has permission (from EA) to store the boats sunken in the creek! : [see item 4a](#)
- We need someone (committee) to take responsibility for ensuring toilet rolls, soap etc are restocked (currently I think Jeff has been doing this) : [see item 5b](#)
- The trustees discussed whether dogs should be allowed in the boathouse and the majority view was that dogs should be kept outside. [see item 4b](#)
- We are looking into the best form of alcohol licence for the club. [Some discussion on this, as some feel that members should be consulted about implementation. At this time the Trustees are just exploring options, which could range from a license of special events \(e.g. Xmas dinners etc\) to a general license for the “bar”. No action needed from Fac-Comm until Trustees have completed evaluating.](#)
- The cafe has been registered with Environmental Health at Oxford City Council. Keith and Jo are to complete their Level 2 in Food Safety and Hygiene. Also need to get a written food safety management system in place. This all needs doing ASAP.
- Need to make sure windows and doors are all closed locked at end of the day. Fac-Comm noted that members seem to be getting the message on this, its still not 100% of the time for 100% of members but word is spreading, Proposal is to watch and wait and see how it looks in 2 months. For the Erg Room, members will be encouraged to leave the windows on “locked but partly open” mode to help with ventilation.

## 6.2 Last minute items

- Final clear out of the gym

[Jon to check with K&J if they want the fridges etc - if not then Jon wil take to recycling. Wood will be left in corner for later building development work.](#)

- Non-Fob access to the gym

[As discussed above, noone should be able to enter the gym without their own fob or a supervisor with a fob. Adult members should decline requests from other members to “fob them in”.](#)

- Members permission to use the site (family/kids)

[There seems to be a view that members should not use the site other than just getting to their boats. Proposal is that Trustees establish guidelines in non-sports use of the site by members - e.g. encouraging members families to come on site, with suitable supervision. Jon to raise with Trustees.](#)

- Broadband for FBC - DavidS

[David has confirmed with Openreach that cost of connecting the Clubhouse is quite small \(<£100 connection cost + <£40 monthly subscription\) and Trustees are in support of doing this. NickK noted](#)

that ducting has a collapsed middle section and he will sort this out, advising David when done so we can start the connection process.

- Locker policies and developments ? - DavidS

Lockers are fully deployed now, a policy is already established for the Rowing Bay lockers (short term <1 day use only) but the upper floor lockers will be left for general use and we'll see how the take up goes, before possibly introducing an annual fee in the case that demand is greater than supply.

- Kitchen waste - disposables vs washables ?

K&J are using up their old non-recyclable stock and then will purchase recyclable plates/cups going forward. The idea of using hard crockery is not approved, it will require a lot of additional work on K&J part to maintain the breakfast service and also the installation of a high performance dishwasher, itself a significant source of CO2/energy consumption. **PostMeeting Note : Decision to be reviewed in six months (Oct23).**

### Summary of Actions

<i>Date</i>	<i>Item</i>	<i>Owner</i>
25/4	4b. Dogs on Site. Jon to prepare a poster for distribution by captains and loading onto FBC website / FAQ's	JC
25/4	4c Posters. Jon to product a poster for distribution by Captains and posting on FBC website / FAQs.	JC
25/4	4d. Changing Rooms. Jon to product a poster for distribution by Captains and posting on FBC website / FAQs.	JC

25/4	<i>5a Decoration. Review historical pictures at next members cleanup session for attaching to Social Space walls</i>	
25/4	<i>5a Decoration. Install committee photos in upstairs corridor</i>	
25/4	<i>5a Decoration. Captains to request proposals/offers for memorabilia for club from membership. Review in June for decisions on where to place.</i>	<i>Captains</i>
25/4	<i>5a Decorations. Captains to request photos of current notable members/results/etc for placing in Lobby</i>	<i>Captains</i>
25/4	<i>5a Acoustic panels. Dennis to produce a quote for acoustic decorative panels(?)</i>	<i>DStor</i>
25/4	<i>5b Maintenance Tasks. Ask cleaner (Rita) to monitor stock levels of cleaning materials, waste bags and toilet rolls and to advise Jeff when these run low.</i>	<i>NK</i>
25/4	<i>5b Maintenance Tasks. DavidS to explore with trustees if Cleaner budget can be expanded to include remaining lino floors in building</i>	<i>DSalv</i>
25/4	<i>5b Maintenance Tasks. Captains to be asked to identify 'groupings' within membership, to be assigned club cleaning responsibilities.</i>	<i>Captains</i>

25/4	<i>5b Maintenance Tasks. Fac-Comm to identify recurring maintenance tasks and create a rota to be assigned to member groups. Captains to propagate to members.</i>	<i>Fac-Comm</i>
25/4	<i>5b. Maintenance Tasks. Captains to ask for volunteers to be part of the Tech Team (total of 6, to be jointly responsible for Clubhouse 'systems' like heating, lighting, alarms, etc.)</i>	<i>Captains</i>
25/4	<i>5b. Maintenance Tasks. Trustees to be asked to approve inclusion in membership T&amp;C's to provide x hours per year/month towards club tasks (including maintenance). Once done this is to be promoted by Captains.</i>	<i>JC-&gt;Trustees</i>
25/4	<i>5c. Fob Systems. Captains to remind members not to 'fob' people into the gym on request - if they don't have a fob we have no way of knowing if they should be using the gym - esp. juniors.</i>	<i>Captains</i>
25/4	<i>6.2 Gym clearout. Jon to check if fridges are still needed and dispose of if not.</i>	<i>JC</i>
25/4	<i>6.2 Members use of site. Jon to ask trustees to agree a policy on members families/guests use of the site - e.g. children playing on grass area.</i>	<i>JC-&gt;Trustees</i>

<i>25/4</i>	<i>6.2 Broadband. NickK to check the ducting is fully working before David kicks off request to O/Reach&amp;Zen to connect the club.</i>	<i>NK / DSalv</i>
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