

FRC Draft Minutes

Meeting held 17/12/2024

7:30pm at the Boathouse

In attendance: JC, MHB, JB, JH, LF, SJ, SR, TB, CP, KC, and junior captains (Rupert, Harrison and Jasmine)

Apologies: RW, IV, CK

Date of next meeting? March 17th 7:30

Captain's Report (JC)– BR report about a Falcon boat involved in an incident on red flag, disciplinary letter was sent to the member involved.

Introduction of new junior captains Rupert, Harrison, Jasmine – all sharing role.

Are junior members receiving emails? To be added to committee distribution lists and reminder to read reports before the meetings.

Recruit someone to help with the rowing club branding, social media, etc. Not actively looking to expand membership.

New boat coming, Bataleur is still being refurbished, bow of Sea Eagle to be looked at (Mark Seal)

Leg press has been ordered, kayakers to pay 25%

Gym to be cleared out and continued improvements to organisation. Possibly short of weight, need about 200kg? JC to discuss with this with Jeff. JH to look into a 20kg ball at LF's request. Possibly an offer of holiday generosity on JB's part...

JB asked if the dividers in the gym might be used to help with noise reduction? Probably too heavy. JC to ask Dennis about this.

IT issues - Website platform questions still under consideration. Club broadband still being adjusted, cable needs to be reconfigured – JC to coordinate with Openreach. JB asked JC to submit invoice for Starlink, JB to process payment for rowing machines

CP asked if the updates to the website will include password protection? JC - No, underlying structure will remain the same, most of the immediate changes are on the front-end. MHB and CP expressed concerns about personal information and privacy. Is the boat booking doc/regatta doc sheets accessible from the website? JB asked if using Clubhub would address these concerns and it was agreed that it would not because Clubhub does not manage boat bookings, does not supercede squadlist either.

MHB – need a point of contact for the website, there is a lot of outdated information and its not always clear who to contact. JC? David Salvesen? JC said that there is already a list, Matt Tenent on kayaking side. CP – who updates recent race results? JC – race results are already in regatta planning tool, would likely be better in a newsletter than kept on a website. Newsletters are archived on the

website. SR asked if social media feeds could be embedded in website? JC – does have capability, need to check with Bill. SR – how often do the juniors train, how much does it cost, how to sign up – these questions should be on the website to handle the first level of questions that are typically asked.

MHB – question about the mission statement in previous minutes. MHB to send KC correction/addition to previous minutes

JC – Has increase in racking fees been announced? DM volunteered to help with rigging informational sessions. JH – anyone with a level 3 is qualified to do this level of rigging, a number of people can help with this.

Questions about creating a ‘pay it forward’ idea. JB said that he thought that it was not possible with ClubHub. Would have to be a donation to the club in the typical way, gift aided etc.

More detailed review of these actions at next meeting

Water Safety (CP) - Should have the defibrillator open or shut? CP does not think this should be left open, weather, etc. Can leave code on the outside with message to call 999. JC – recommended that the access code should be available as it saves a few minutes and in private areas, defibrillators should be left unlocked.

CP list of capsized drill – does Sam have a list of juniors that have done a capsized drill? No, but she thinks that only 2 people are new. Someone needs to be responsible for this list.

One of the outcomes of the recent BR incident was to revise list of assessors, juniors have their own criteria for coxswains. JC can a cox be certified for amber but not red? Yes. Document addresses this. Discussion of training and assessments and supervisions. CP asked if LF would give it a review to check if this makes sense.

Questions arising from safety audits; water quality and invasive species. JC – participation in River Action offered to be a testing site. Need to follow up on this. Check with River Action to see what the participation of neighboring clubs is? Spinning on red flags, haystacks etc. Needs to be added.

CP to resend email to JC with updates, changes to handbook. There was a discussion about how best to communicate updates/changes without requiring people to re-read the entire handbook. Coaches to acknowledge that they have read the safety handbook, added to the spreadsheet if there is a list of all coaches – current list is about 14 active coaches. CP has a version with highlighted changes, which could be circulated to the coaches and they can acknowledge that they have read it. CP to email all coaches with an updated version. JH asked to please include David Reid on coaching list, JH to chase.

JH asked if it had been decided that there was no spinning at longbridges in red flag? Don't have a rule like the colleges because of the competence of the crews. why is spinning at Donnington Bridge allowed? Rules say below DB, which should be changed. When you can see both ways and it is safe to spin, should be changed. Difficult to pinpoint a location because this depends on the boats that are moored there. CP – should this be communicated by newsletter? JC to add this to the newsletter.

JC to ask Duncan to mention the 3 Salters boats that are moored side-by-side. Discussion about the red straps and kayaking safety inside the boarhouse.

Vice-Captain's Report (LF) - no updates beyond the report. Gym to be better organized, improve PR and social media.

CP asked about the arrangements for trips to Gloucester? This was added to the weekly VC email. Administrative burden of organizing these trips, after TB's note in his report. Planning is similar to a regatta. All crews need to organize themselves, with a crew representative. JC to clarify this in a newsletter, that this is standard regatta process.

How can juniors be included in this because they need more notice? How can the process be improved so more people can go? Usually confirmed only a few days beforehand.

JB – what about the lake in the Cotswolds? JC to check on this. SJ the lake is not suitable for juniors because bankriding is not possible. Gloucester and Dorney are better options.

Membership Secretary (MHB) – 168 adults and 60 juniors. MHB to take non-current members off forms; what about some of the information on the membership forms, particularly medical information. Safety and welfare to be informed, if there are particular issues this needs to be shared with session coaches.

Currently stored on a google sheet. What do the membership forms ask? CP capsizes questions and swimming questions how is this information collected and stored? JC – this should be stored on just one sheet, CP, LF, MHB and JC to consolidate this information on one sheet.

SR – This is the same type of administrative activity done weekly on the summer courses. Relevant data reported and then deleted. JC – different questions about how personal medical information is communicated to session coaches/members is different between adults and juniors. CP and JC to discuss this separately – approach for how this information should be shared for adults.

Boatman and Treasurer's Report (JB) – New blades, new 2x have been paid for. New workshop, EA and BR payments, Bataleur all outstanding. So estimated about £8000-8500 remaining for the year.

Outreach Officer (TB) -Thinking about a more stable boat for outreach activities. JB what about a more stable boat 6x instead of 4. Can move 2x out and make space indoors. JB to get quotes. SR – impact of summer courses on the training sculls – SJ they do not drain particularly well. JB – grant for BR 4k; is there anything that juniors need. Gryffindor needs new riggers. New sculling riggers for Pandion, JB suggests that this boat be made available to juniors also. 32k to get through 7 months. SR – junior funding is in good shape. LF to send BR grant information to SJ.

SR Is it ok to prorate junior memberships and coaching fees? JC – yes, this is fine.

Junior Captains' Report (Rupert, Harrison and Jasmine) – people who finish heads early using landing stage before decks clear which keeps some crews from launching, JC to mention this to crews who often do this.

Ergs are still in short supply, there is some doubling up. JC – this is a question of space and sharing it respectfully with kayakers. Would be helpful if they are stored to take up less space. Need some maintenance over the holidays. SR extending the session would also help address the usage.

SJ trailer planning sheet to add regattas? LF SJ to share with her and then will help sort this.

JC reminder that Iron Bridge and Bewdley are on the calendar. LF mentioned the possibility of a 30k race in Italy, 1st week in June

Learn to Row and Talent Development (JH) - Taster LTR sessions – proposed. JH – questions about accounting for this, seems complicated and needs to be worked out. Intent is to fully absorb LTR into the club, need to understand the logistics. Website has already been addressed in other discussions, how this works between John’s website and the Falcon website. JC these are longer term outreach issues. JH – first cohort in early February, not dependent on weather, tank-based. First course on the water in April.

JH – coaching forum not catching on, CP still wants a coaching list, should she canvas the captains?

JC – has TB discussed how LTR might be integrated into ClubHub? SR it was not as straightforward to do summer courses in ClubHub? JH to be involved in the meeting with TB and SR about ClubHub to manage the administration of these courses. Might also include parents of juniors.

CP does anything about LTR need to be included in safety documentation? JC can this be deferred until the next meeting? Should be properly documented but perhaps JH can meet with CP separately.

JH – what information about Falcon should be shared with LTR in first inductions? Point of contact and introductory visits, how much information should be shared and when. This is a productive area for discussion but ought to be fully considered later. JC, JH, MHB and LF to discuss this. What should people be told and when?

JB – report from trustees, meeting with local residents’ association. They have been offered the space for meetings, Donnington Bridge group meets in the club on Tuesdays. From January once a fortnight on Thurs 2:30-4:30 Alices Kitchen mental health group using the space. JC – who manages the site when they are there? Self access.

There being no further AOB, meeting concluded.

Item	Person(s) Assigned to Action	Action
Captain's report	JC	Check to see if junior captains are on email distribution list
Captain's report	JC	Explore recruiting someone to help with social media and branding
Captain's report	JC, JH, JB	Determine whether the gym needs additional weights
Captain's report	JB, JH	LF's suggestion for 20kg ball for gym
Captain's report	JC, JB	Submission of invoices for ergs and starlink
Captain's report	JC, SJ, SR	Check website FAQs related to juniors' programme and update if required
Water Safety	CP, SJ	Review the juniors' capsized drill list and consider the best way to manage this information
Water Safety	CP, JC	Reminder in newsletter/regular email about spinning safety and locations
Water Safety	CP, LF	Review the document discussing training, assessment and supervision for clarity, following on from BR-reported incident
Membership	CP, LF, MHB and JC	Discuss how membership information could be better consolidated on one sheet
Outreach	JB, TB	JB to collect some quotes for another boat
Junior Captains	JC	JC to remind crews returning early from 1 st heads not to block crews launching for 2 nd heads
Junior Captains	SJ, LF	Coordinate sharing of trailering sheet
Learn to Row	JC, JH, MHB and LF	Discuss what club information should be shared at LTR and when

