



# AVON COUNTY ROWING CLUB

## MINUTES

### **Committee meeting held at Saltford Rowing Centre, Saltford Monday, 30 January 2017, at 7:30pm**

**Present:** Julian Sondheimer, Philippa Sondheimer, Debbie Blackmore, Antony Constantinidi, Penny Senior, Jon Garner, Liz Gray, Patsy Lamb, Clair Ponting

**Apologies:** Jim Dawson, Helen Willcox, Nic Feaver

**Minutes of Last Meeting** – approved and adopted

**Update Action List (attached)** – Blue/white women's sweep blade still needs repair. No progress from Dragon Boat Club regarding mezzanine construction. We'll wait for them to approach us. Chasing up sub debtors continues.

**Reports (attached)** –  
Captain and Juniors - No matters arising

Men – Thanks extended to Nic Feaver for taking on the role of men's co-ordinator

Women – Update on racing: have decided not to enter City of Bristol, and Thames Valley was cancelled due to a partially-frozen lake. The new rowers are progressing nicely, with the help of many volunteers who are either coxing or coaching.

Novices – 42 people are booked in for the next set of taster sessions, leaving 8 spaces unfilled. It was agreed to charge £10/person for two taster sessions – payable in advance by bank transfer. It's hoped this will weed out the people who just 'want to have a go' but who are unlikely to enroll in Learn to Row. Also agreed to offer coffee and cake after the first taster session.

**Management Committee Issues** – Debbie will become the contact person for admin issues with the alarm company (Apex Alarms).

£450 has been paid over to Canoe Avon as SRC's contribution to the Allan Gallop memorial.

The defibrillator has arrived and will be stored in the understair cupboard – access code C0135X. Access code to be published in Rowing Notices.

Bodmans have completed the work on the tap in the UBBC boathouse. They will return in late summer (after the swans have finished nesting and the ground is harder) to remove the reeds in the pond.

Antony is still trying to get all parties together for a budget meeting.

The sewage treatment pump malfunctioned recently, and repairs have been completed.

Valuation process has begun with BANES regarding rates for the site.

Still awaiting the outcome of the planning application regarding the proposed Keynsham development. Once the decision has been made, we'll know whether we can proceed with the downstream moorings.

**Safety (attached)** – The BR Safety Audit has been submitted, on time. Thanks extended to Philippa for amassing the information required to do so. She is currently ploughing through 58 pages of the new BR RowSafe document. The committee will need to discuss any areas of concern that result. Philippa proposed circulating the document (with her notes) in bite-sized pieces as she completes each one.

The First Aid course will be run on 26<sup>th</sup> February, with 12 people registered to date. One of our members, James Hubbard, is a paramedic and has offered to run future courses. He'll need to get a training qualification first, however. Philippa to find out what the cost would be and report to the committee. Debbie asked Philippa to take photos of Avon members who attend and qualify, so we can post a photo sheet of qualified First Aiders.

It was agreed we should have an emergency contact list for our adult members, not just our juniors. Philippa will create one and it will be stored in the understair cupboard.

Safety Alert 10 -Know Your River - was discussed and it was agreed that the club complied with all requirements.

#### **Events –**

Avon Spring – 80 entries so far. Volunteer numbers are good. Using BROE2.

Bristol Avon Regatta – First meeting is next week. Annette Bartlett has offered to be the Safety Adviser.

Saltford Village/River Festival – We only wish to participate in the river aspect of the festival, and will wait to be approached. Penny to decline their invitation to run an ergothon.

Yoga – We have received an inquiry about running yoga classes at the club. It was unclear whether the instructor wished to offer yoga classes to our members or whether she wanted to use the facilities for public yoga classes. The committee decided against permitting either use.

**Finance and Subs (attached)** – There is an additional £3440 imminent expenditure to Janousek for the refurb of the men's eight – which was inadvertently left off the finance report.

**New Members** – Junior: Annabelle Grant Full: Sam Walker

#### **Any Other Business –**

Penny: Bath Spa Uni are going to row (as members of Avon County for now) on Saturday afternoons. Beginners at 13:00 – 14:30, and experienced rowers from 14:30 onwards. Penny to discuss with Cam (UBBC) whether he objects to having Bath Spa on site. Bath Spa are planning to affiliate their club at some point.

Antony: Minerva are planning an expansion to include a clubhouse.

Jon: Asked to discuss the boat purchase plan at the next meeting.

Liz – speakers on Robin Leach are not working. Penny has bought one part and now finds an additional one is required, which she has ordered.

**Date and Time of Next Meeting** – Monday, 27 February 2017 at 7:30 pm

### **Avon County Rowing Club Committee Action List**

|        | Action  | Date      | Who?    | Status   |
|--------|---|-----------|---------|----------|
| Safety | Organise a safety session for parents   | 09/05/16  | Pascale |          |
| Safety | Check life jackets periodically?  | 09/05/16  | AC      | Complete |
| Safety | Add flood plan notice to RN – where it is   | 09/05/16  | PSen    |          |
| Equip  | Paint new sets of blades (rowing & sculling)  | 02/03/09  | PL, RL  | Started  |
| Equip  | Check boats – replace bits and create list of parts – ask coaches – organise checking days – need some more coaches – encourage all to check before boating | 28/7/14   | All     | Started  |
| Equip  | Seat amnesty  | 28/7/14   | PSen    | Started  |
| Equip  | Create spare rigger rack in WW – may go in mezzanine instead  | 28/7/14   | ?       |          |
| Equip  | Create a priority list of boats to be mended  | 13/10/14  | PSen    |          |
| Equip  | Boats need cleaning   | 23/3/2015 | All     |          |
| Equip  | Sell Gudgeon – advertise at ASH   | 19/10/15  | DB      | Started  |

|       |   |          |             |         |
|-------|---|----------|-------------|---------|
| Equip | Find a new home for big buoys - sell or rehome                          | 09/05/16 | DB          | Started |
| Equip | Blade painting week – add to list of jobs needing doing                 | 6/16     |             |         |
| Equip | Check which bits are broken on cox boxes                                | 09/05/16 | DB, JS      | Started |
| Equip | Clear West Wing of unwanted items to make room for weights!             | 19/07/16 |             |         |
| Admin | Ensure all boats have AVNxxx numbers, including the launches            | 21/3/11  | PSen        | Started |
| Admin | Chase subs debtors/annual subs round up                                 | 08/06/09 | Psond, Psen | Started |
| Admin | Publicise Flood plan – pin doc to facebook                              | 04/04/16 | PJ          |         |
| Admin | Set up phone emergency list (e.g. help preparing for flood)             | 04/04/16 | HW          |         |
| Admin | Carrier bag tax   | 04/04/16 | CP          | Started |
| Admin | Email Helen and Claire how to update website                            | 04/04/16 | PSen        |         |
| Admin | Moan more about dosh o/s  | 03/10/16 | Co-ords     | Started |
| Admin | Ask BR to negotiate boat licenses                                       | 03/10/16 | Psond       | Asked   |
| Admin | Look through new members list and sort out muddles                      | 03/10/16 | CP, PSen    | Started |
| Admin | Nag Parv re invoice for weights   | 13/12/16 | PSen        | Emailed |
| Admin | Chase junior forms – see joiners & leavers note                         | 13/12/16 | PSen        |         |
| Admin | River Users – 3 meeting a year – volunteer – 24 <sup>th</sup> Jan? - RN | 13/12/16 | PSen        | Asked   |
| Admin | Publicise where defibrillators are (Min, under stairs) - RN             | 30/01/17 | PSen        |         |
| Equip | Check heel restraints before boating - RN                               | 30/01/17 | Psen        |         |
| Admin | Update kids contact list  | 30/01/17 | Psen        |         |
| Admin | Let cam know re Bath spa  | 30/01/17 | PSen        |         |
| Admin | Boat Wish list update   | 30/01/17 | PSen        |         |
|       |   |          |             |         |
|       |   |          |             |         |

#### Held:

|      |   |         |    |  |
|------|---|---------|----|--|
| Misc | Change club to a limited company – hold for now |         |    |  |
| Misc | Sort out moorings                               |         |    |  |
| Site | Rain water tank for West wing?                  | 29/7/13 | AC |  |

## CAPTAIN'S REPORT

### Alarm

We have had a couple of volunteers to go onto the call out rota.

### Equipment - Repair

Penny's refurbish will be complete by tomorrow evening.

Victor now has two steering plates.

The four racks in Bays 1, 2 and 3 have been adjusted slightly so it should be easier to get boats off the lowest rack.

### Blade painting

It's winter! Any that need doing probably need to go home with someone to their nice warm garage.

### Outstanding Dosh

Money is still dribbling in from the last o/s dosh email but I need to send another out.

### Coaches

I think this is a list of all the qualified and active coaches we have plus those that I know about that would like to qualify:

| Name                | L2 Session | L2 Club | L1 S&C | L2 S&C | L3 | IA | Bronze | Silver |
|---------------------|------------|---------|--------|--------|----|----|--------|--------|
| Chris Hopper        |            |         |        |        |    | Y  | Y      | Y      |
| Penny Senior        |            |         |        | Y 17   |    | Y  | Y      | Y      |
| Julian Sondheimer   |            |         |        |        |    | Y  | Y      |        |
| Andy Mason          |            |         |        |        |    | Y  |        |        |
| Chris Blunt         |            |         |        |        |    | Y  |        |        |
| Geoff Peattie       |            |         |        |        |    | Y  |        |        |
| Philippa Sondheimer |            |         |        |        |    | Y  |        |        |

|                  |      |      |   |   |      |  |  |  |
|------------------|------|------|---|---|------|--|--|--|
| Andrew Havers    |      | Y 10 |   |   |      |  |  |  |
| Debbie Blackmore |      | Y 12 |   |   |      |  |  |  |
| Parveen Jones    |      | Y    | Y |   |      |  |  |  |
| Charlotte Hook   |      | Y    |   |   |      |  |  |  |
| Mary Thorne      |      | Y    |   |   |      |  |  |  |
| Nic Feaver       |      |      |   | C | Y 94 |  |  |  |
| Jon Garner       |      | C 11 |   |   |      |  |  |  |
| Nick Dolman      |      | C    |   |   |      |  |  |  |
| Annette Bartlett |      | B 17 |   |   |      |  |  |  |
| Patsy Lamb       |      | ?    |   |   |      |  |  |  |
| Liz Gray         | B 17 |      |   |   |      |  |  |  |
| Ange Scott       | ?    |      |   |   |      |  |  |  |
| Andy Haines      | ?    |      |   |   |      |  |  |  |
| Clair Ponting    | ?    |      |   |   |      |  |  |  |
| Jo Elliott       | ?    |      |   |   |      |  |  |  |

Key:  
Y – qualified (+ year)    C – did the course but hasn't qualified yet    B – booked on course (+year)

## Results

### Matters Arising

Coaching update

## JUNIOR CO-ORDINATOR'S REPORT:

### Weights

The WAGS dumbbells/kettlebells are being well used.

### Land Training

Numbers are still a bit sporadic. I have bought some foam rollers – and a few donations are coming in.

### Capsize drill

The 3 remaining juniors who needed to do the drill completed it on Saturday.

### Newbies

I will soon start organising and arranging taster sessions.

## Results

### Matters Arising

None

## MEN'S SQUAD REPORT:

This will be brief. There are about 60 men, who row at ACRC at various times. My aim is to get them training together as an organised squad. This could take some time!

## WOMEN'S SQUAD REPORT:

### Races

#### Wallingford Head - Dec

WMasC4- Debuting in the coxless four, Kath Finucane, Helen Gadsen, Nic Feaver and Sal Lewis. Now going on to master many more events!

#### Thames Trial Head – Jan

WMasC4- Kath Finucane, Helen Gadsen, Nic Feaver and Sal Lewis.  
WMasC4+ Kath Finucane, Helen Gadsen, Nic Feaver and Sal Lewis, coxed by Amber.

\*Report produced before results, good luck to the crew and fingers crossed they bring home a medal.

### **Upcoming Races for February**

One women's eight have entered Wycliffe. 7 crews/boats entered for Avon and potentially 5 for City of Bristol, including two crews from the beginners. Many thanks to Ang Scott and Philippa for training and coxing these crews. Sal's crew are also planning to race at Molesey Head.

### **Squad Overview**

With December out of the way, there are now several people helping regularly with the newest novices. I'm very grateful to the help of Fiona, Jo E, Philippa, Ange S, Brenda, Liz, Abbie and Marian. Nick Dolman is also coaching some of the women in singles during the week – he's started with two and I've just given him three more names. There seems to be a fair few shift workers, so this flexibility in the sessions we can offer has been extremely valuable.

With the number of women rowing on a Saturday, the squad are now utilising the new session times, allowing for three sessions to take place. There were a few early teething problems, worsened by fog and other river users, but generally crews are settling into these new time slots.

Erg sessions continue on Monday and Tuesday evenings and are generally well attended.

Ongoing need for coaching but I have had some offers to help, so I just need to organise this. Patsy and Annette undertaking L2 Club Coach Course.

Social trips being organised – Flip Out, Bristol and Afternoon Tea Fund Raiser

### **SAFETY REPORT:**

#### **Incidents 2016/7**

Incidents since last committee meeting

| Date       | Description  | Reported online by club |
|------------|--|-------------------------|
| Sun 15 Jan | At rafts, Lynne Miller at bow in coxed four stood up to get out of boat as requested. But stroke side leaned over to undo before she was out and she overbalanced and fell in. | 22 Jan 2017             |
| Sun 22 Jan | Opposite boathouse, Amber Lewis ( wearing pfd ) capsized in single.  | 22 Jan 2017             |
|            |  |                         |

#### **Real Safety**

We have applied our "Fog policy" successfully, delaying some outings and cancelling others. It is clear that all clubs on the reach do not have the same policy but we have successfully avoided their singles as they have emerged from the fog in the middle of the river.

#### **Safety Audit**

Clive Pendry has not raised any issues about the Safety Audit. The notes I made about completing it form part of this report. I have not written out the questions ( if you want to see the complete Audit let me know ) but I think the issues and frustrations are pretty clear. Positives and negatives from the notes are:  
16. We need a reminder in RN for people to check heel restraints before they boat.  
18. We now have a running list of qualified coaches and will have several more by the 2017 Audit.  
21/27 We need to review RowSafe, our Emergency Plan and our Safety Plan – if time over the weekend I will make a start and report back.  
28. We now have a list of First Aiders and will have several more by the 2017 Audit.  
59/62 We ought to look at the launch kits and plating.

#### **Issues**

The above will keep us busy but we should discuss emergency contacts, which were not an issue for the Audit.

## Annex - Incidents since the AGM on 24th September reported at earlier committee meetings

| Date                      | Description  | Reported online         |
|---------------------------|--|-------------------------|
| 27 Sep                    | Sculler fell in while trying to get into raft  | 2 Oct 2016              |
| Sun 9 Oct                 | Sculler fell in while trying to get into raft  | 14 Oct 2016             |
| Thu 13 Oct<br>mid morning | Collision between Victor and Tarantula – MIN on wrong side. Minor damage to Victor splashboard. No-one hurt. MIN apologised.   | 13 Oct 2016             |
| Sun 23 Oct<br>09:15       | Mid bottom straight. Lawrence 1x vs Tarantula 4x-. MIN boat in mid river with little awareness. Required – shipping of scull to avoid clash. MIN apologised.   | 11 Nov 2016             |
| Sun 30 Oct                | MasF 4- badly impeded by Monmouth women's MasE eight at GLR Head. Did not comment but interesting start order!   | By event safety adviser |
| Sun 6 Nov<br>11:15        | Opposite rafts. Prateek Vanka fell in ( inexperience ).  | 11 Nov 2016             |
| Mon 7 Nov @<br>08:30      | In bends above bottom bridge. MasF 4- in Victor vs BAU Fast Start quad. F4 at full pace on correct inside of bend. Quad coming upstream cutting corner at light pace. No movement on first warning from F4, forcing emergency stop and swerve to avoid head on. No apology from BAU or coach in attendance who just told us off for verbals. | 11 Nov 2016             |
| Sat 26 Nov                | UBR pair hit Clair P who was coxing George James going upstream about 300 m up – Uni on wrong side apologised. No-one hurt at the time but 2 in AVN boat later went to hospital with chest pains   | 4 Dec 2016              |
| Sun 27 Nov                | AVN 4x- steered by Chris Blunt had to take avoiding action to miss UBR women's eight in middle of river, accompanied by launch.  | 4 Dec 2016              |
|                           |  |                         |

## SUBS AND MEMBERSHIP REPORTS:

| Subs "forecast" | Club membership | Club mem target | BR membership | BR mem target | Basis of report   | Meeting        |
|-----------------|-----------------|-----------------|---------------|---------------|-------------------|----------------|
|                 | 185             | 196             | 135           | 143           | Year end prov     | 4 April 2016   |
| 35,000          | 191             |                 |               |               | April provisional | 9 May 2016     |
| 36,300          | 184             | 197             | 133           | 144           | April spreadsheet | 7 June 2016    |
| 39,724          | 197             | 198             | 129           | 144           | May spreadsheet   | 18 July 2016   |
| 39,561          | 202             | 199             | 129           | 145           | June spreadsheet  | 18 July 2016   |
| 39,842          | 200             | 200             | 129           | 145           | July spreadsheet  | 3 October 2016 |
| 39,886          | 198             | 201             | 138           | 146           | Aug spreadsheet   | 3 October 2016 |
| 40,018          | 198             | 202             | 132           | 147           | Sep spreadsheet   | November 2016  |
| 40,229          | 198             | 203             | 131           | 147           | Oct spreadsheet   | November 2016  |
| 40,490          | 205             | 204             | 124           | 148           | Nov spreadsheet   | December 2016  |
| 39452           | 197             | 205             | 126           | 149           | Dec spreadsheet   | January 2017   |

### Notes

**General** - The subs forecast does not include rack rent which is about £1200 per year. It also does not include the money from the donors (which might stop at any time but is currently about £2000 per year).

**April figures** - The fall in membership reflects the policy of reclassifying as donors people who are not rowing and are now paying an out of date subscription.

#### **June figures -**

- a) People declare ACRC as a second club but do not pay; is the committee happy with this?
- b) We are falling behind with BR licence numbers. I have not been very good about encouraging adult beginners to get licences but I expect them to do so for Upton and the local Heads.
- c) Debts from last financial year pretty much sorted with one notable exception, who has received a letter.

#### **July and August figures -**

These do not look good as:

- a) there are a lot of people on the October joiners list and they are not in the figures yet
- b) the BR registrations pre-date the recent increase in people racing at Upton and Monkton
- c) on my queries list I have over 40 names of people who are not paying the right amount and only one is over-paying!

#### **September figures**

Bit of a muddly month as summer beginner joiners start paying even though they have not been through committee and are not really members.

At this point a subs queries list was compiled. It contained 53 adults and 43 juniors. Of these, 14 adults and 4 juniors had updated their subs post April but not transferred the difference to the club.

But a milestone has been passed in that SO income is now over £3000 per month.

And where have the BR members gone? If October is still bad, need to take a detailed look.

#### **October figures**

A big effort has been made to ensure that this spreadsheet, at the six-month mark, is as accurate as possible.

As you can see, the membership is static; in spite of about 30 new recruits over the summer, joining in October, it is also the case that about 30 people have been taken off the list, many of whom did not bother to say goodbye.

BR membership is still below target.

A few of the 96 subs queries have been resolved, many of the people being deemed to have left.

#### **November figures**

The BR membership needs a look.

People who were late increasing their subs to the current rate have had the money added to their OS dosh when they finally made the increase. Some people have still not responded.

#### **December figures**

Membership and money are falling, as they tend to at this time of year. This does underline the importance of the beginner programmes.

The December figures have been used as the basis of our membership declaration to BR for affiliation – 125 rowing seniors, 61 juniors, 3 non-rowing seniors, 8 others – total 197.

| AVON COUNTY ROWING CLUB   |               |  |                           |                               |        |  |              |
|---|---------------|--|---------------------------|-------------------------------|--------|--|--------------|
| Financial Report for Committee Meeting on<br>30 January 2017  |               |  |                           |                               |        |  |              |
|   |               |  |                           |                               |        |  |              |
|   |               |  |                           |                               |        |  |              |
| 1. BANK BALANCE   |               |  | This report<br>(30/01/17) | Previous report<br>(12/12/16) | Change |  |              |
|   | Interest rate |  |                           |                               |        |  |              |
| Current account - General   |               |  | 20,756                    | 20,258                        |        |  | 498          |
| Current account - Captain   |               |  | 3,306                     | 3,306                         |        |  | 0            |
| Deposit account   | 0.03%         |  | 949                       | 949                           |        |  | 0            |
| 100 Club account  |               |  | 704                       | 834                           |        |  | (130)        |
| CAF Cash account  |               |  | 4,569                     | 4,322                         |        |  | 247          |
| CAF Gold account  | 0.05%         |  | 777                       | 777                           |        |  | 0            |
| Virgin Money account  | 0.50%         |  | 17,673                    | 17,673                        |        |  | 0            |
| <b>Total in bank</b>  |               |  | <b>48,735</b>             | <b>48,119</b>                 |        |  | <b>615</b>   |
| General excludes subs standing order receipts since 08/01/17  |               |  |                           |                               |        |  |              |
| There are also accounts for ACRC events: HSBC (all except Bristol Avon Regatta), NatWest (Bristol Avon Regatta) |               |  |                           |                               |        |  |              |
|   |               |  |                           |                               |        |  |              |
|   |               |  |                           |                               |        |  |              |
| Debtors: Entries & gym/landtraining   |               |  | 1,844                     | 2,264                         |        |  | (421)        |
| Debtors: Kit  |               |  | 902                       | 918                           |        |  | (16)         |
| <b>Total entries &amp; kit debtors</b>  |               |  | <b>2,746</b>              | <b>3,182</b>                  |        |  | <b>(437)</b> |
|   |               |  |                           |                               |        |  |              |
| 2. MAJOR INCOME & EXPENDITURE ITEMS SINCE LAST REPORT   |               |  |                           |                               |        |  |              |
| (excluding normal routine items)  |               |  |                           |                               |        |  |              |
|   |               |  |                           | Amount                        |        |  |              |
| British Rowing re Avon Autumn Head (tranche #2)   |               |  |                           | 1,687                         | income |  |              |
| Transfer AAH Head surplus to events account   |               |  |                           | 3,511                         |        |  |              |
| AAH dividend (tranche #1) (another 1,300 to come - see below)   |               |  |                           | 1,200                         | income |  |              |
| Catering UBBC Head (before paying BBQ hire and payment of UBBC share)   |               |  |                           | 737                           | income |  |              |
|   |               |  |                           |                               |        |  |              |
| 3. IMPENDING MAJOR EXPENDITURE/INCOME   |               |  |                           |                               |        |  |              |
|   |               |  |                           |                               |        |  |              |
|   |               |  |                           | Amount                        |        |  |              |
| AAH dividend (tranche #2)   |               |  |                           | 1,300                         | income |  |              |
| oars (4 sets Junior sculling)   |               |  |                           | 2,000                         |        |  |              |
| 2-x for men   |               |  |                           | 7,800                         |        |  |              |
|   |               |  |                           |                               |        |  |              |
| 4. FINANCIAL ISSUES   |               |  |                           |                               |        |  |              |
|   |               |  |                           |                               |        |  |              |

