



AVON COUNTY ROWING CLUB

MINUTES

**Committee meeting held via video conferencing due to Covid-19 restrictions on travel/social-distancing
Monday, 30 March 2020, at 7:30pm**

Present: Penny Senior, Jane Day, Jon Garner, Philippa Sondheimer, Julian Sondheimer, Carol Friend, Antony Constantinidi, Odette McCarthy, Tim Grice, Debbie Blackmore, Jim Dawson

Apologies: Patsy Lamb, Will Gray, Clair Ponting (unable to connect to video call)

Minutes of Last Meeting: Approved and adopted. All minutes dating from 2012 are now uploaded on the club's website in a non-public location. Future minutes will be similarly uploaded.

Captain and Juniors Report (attached) – No matters arising

Other Squad Reports – as the club has been closed since 17th March, no reports were requested from the squad coordinators.

Boathouse Management Committee Issues: The financial implication of the site closure and potential arrangements to be agreed with our tenants are outlined in an attached document titled 'Notes About the Lockdown Budget – Worst Case'.

Because the closure of the site was sudden, the fridge has likely not been cleared out and unplugged. **Antony** will gingerly attempt to do this on his next site visit. He will also open as many boat hatch covers as he can manage.

Welfare: Carol reported that no guidance from British Rowing has been forthcoming to CWOs regarding the Covid-19 outbreak.

It was suggested (in a WAGS meeting) that the BR Code of Conduct should be included in all membership packs. We agreed this should be done. **Clair** to arrange this for any beginners she enrolls, however **Patsy and Steve** will need to develop a process for doing the same for new members who bypass the LTR programme. It is important that people new to the club, however they arrive, are given at the very least a copy of the Code of Conduct.

Safety: Report attached.

Events:

BAR – Geoff Peattie and Julian had kept this under review as Government and BR policy evolved. It was now clear that the regatta had to be cancelled. The Committee agreed.

Jon queried whether the regatta could be rescheduled to late August, for example. Penny said most of our competitors are schools, who (hopefully) will be gearing up for a new school year. All agreed it wouldn't be feasible.

There was discussion amongst local clubs recently about holding an informal time trial cum regatta at Saltford when we are able to row again. This met with unanimous agreement from the committee. The overarching theme will be getting everyone back on the water, and encouraging everyone – regardless of experience – to have a go. Other local clubs have offered to help organise and run so AVN would not have to provide all the helpers.

ASH – cancelled due to unsafe weather conditions. Estimated loss of £350-400, assuming the loo hire company allows us to defer the booking to the next event we can run. It was already deferred to BAR, so **Jon** will now ask them to defer to either Bluefriars or Avon Autumn. If they can't do this, it would add £300 to the estimated loss.

AAH – still no Race Manager or Personnel Manager.

BLUEFRIARS – Antony spoke to Simon Brown (MNK coach) before the shutdown. Simon indicated that they are unlikely to continue running their October small boats head. Simon committed to letting us know the final decision as soon as it is made. Antony also asked him to let us know before any communications with BR, to which Simon also agreed.

NON-ROWING EVENTS – The women's squad is busy trying to stay in shape during the nation-wide lockdown. There are a number of initiatives in their infancy at the moment. Please can those people involved in organising things send Penny the details so she can circulate it to the whole club via Rowing Notices.

Finance (report attached): The 'lockdown' budget prepared by Julian and Anthony was the main topic of discussion. The budget and relevant notes are attached. The club is financially robust enough to withstand the worst-case scenario for the next financial year (ending March 2021), which is as far as the projection has been done.

The Boathouse Management Group will soon set the level of contributions to be required from the Club in the forthcoming financial year. With the site closed, there would be a case for a reduction, but the Group is being recommended to keep the contributions unchanged until August when there would be a review. A main driver of this was the undesirability of any disturbance to the existing mechanisms for the timely payment by the parties of their contributions.

Canoe Avon have asked about the impact of the site closure on the fee they pay the Club. Julian explained that their fee broadly covers their share of the Club's contribution to Boathouse Management, based on the space they occupy. The Committee agreed that any reduction in the Boathouse Management charge should be reflected in the Canoe Avon fee. Julian will draft a response explaining the situation and checking whether paying the normal fee initially would cause them difficulties, and circulate it to the committee before sending. We do not want to see the canoe club fold so will be as helpful as we can during the crisis.

Empire Dragon Boats have not been in touch. And the mooring income we have, via Salford Marina, is guaranteed regardless of whether the moorings are occupied or not.

Julian will advise our insurers that the boats are currently not in use, in case this affects our coverage and/or premiums.

Subs (report attached): There have been 20 GoCardless requests for a subs holiday. Until the bank statement for March is received we won't know how many members who still pay by standing order have taken a subs holiday. People have been quite tentative about asking for the holiday and the committee agreed that we should communicate (via Rowing Notices) that the club is in a robust financial position to weather the next year, and that if anyone needs to stop their subs they only need to ask – and not feel guilty! **Philippa** will draft a message and send to Penny for circulation.

Admission of New Members: none

Any Other Business:

Philippa – Has been the beneficiary of several boxes of club records from Robin Leach. She is currently going through them and will, in the fullness of time, bring the relevant documents to the club to add to the archive material Keith Trivett has placed in the eaves upstairs.

Jim - Jim, Jon and Antony were working on a floodgate for the facilities block front door. The as yet unfinished project and materials are in the lobby behind the door. Don't move them please.

Antony – Advised that the Rowing Foundation have grants available (for juniors) so we should apply.

Date and Time of Next – Monday, 27 April, 2020 – probably via video conference

Captains report:

Covid-19

On 17/03/20 the following was emailed to the club membership

CORONAVIRUS PRECAUTIONS:

In line with government guidance issued this afternoon, we are cancelling all rowing, gym-related, circuit training activities – as well as social gatherings/meetings - at the club until further notice.

The message from the experts is clear: avoid unnecessary travel and observe social distancing protocols. Rowing is a sport that puts people in close proximity to each other before, during and after an outing. The risk of inadvertently spreading the virus is significantly increased in these circumstances.

Club boats and equipment are NOT to be used during the closure – including club singles.

If you wish a payment holiday from your subs during this time, please let Philippa (philippa.sondheimer@gmail.com) know so she can make the necessary adjustments to her records. Whilst we would all prefer to be on the water, we must act responsibly to protect us all.

Signed,

*Club Officers and Management Committee
Avon County Rowing Club*

Since then, a couple of members have asked if they may use their own singles – they have been asked not to, on the basis that it is impossible to access the club without touching common surfaces. As we do not have the capacity to deep clean or disinfect, and there are inevitable going to be times when we will require (probably committee members) to access the site to sort something out, it is not fair to risk them being infected.

Canoe Avon and Bristol Empire Dragons have also been asked to keep away. Bristol Uni have sent their students home, although Ed and Holly may access the site to carry out boat maintenance.

A few members have borrowed ergos. Club members have been offered subs holidays if they need them.

Two virtual meeting have taken place between local clubs – the minutes are attached.

O/S Dosh

We're currently chasing for year end.

Equipment

The new double is ready.

Andy Mason has a broken shoulder – no-one has volunteered how this happened.

Safety Report for Committee March 2020

Incidents 2019/20

Incidents since the previous meeting – start date 21 August 2019.

Date	Description	Report no
2.1.2020 11:00	Not far above bottom bridge, Victor (2 x Sondheimer, Friend, Biggs) and wooden 2x (GVH and AB). The quad was on its way home, navigating downstream on the correct side of the river. Bow looked round and saw a boat coming upstream on its correct side. A little later bow heard a shout and instructed the crew to hold hard. There was a severe clash of blades as the boats passed about a blade's length apart, with the double having come over past the middle of the river. The double apologised. Everyone wished everyone else a Happy New Year and we all went home. Both members of the double apologised again at the club." No capsizes, no injuries, no damage.	15076

12.1.2020 Early afternoon	Will Griffiths reports..... Steve was waiting at the top by the weir and I decided to go back down to the top bridge and do another lap of the straight up to the weir. Upon setting off I looked behind me and could see Steve at the top still, and knew no one else would be coming down. I set off and took another look after a couple strokes and then decided to power on taking fewer looks than I would normally, knowing that no one else would be coming down river. Whilst I was focusing on my technique going up the straight, Steve had drifted due to the fast stream and at the last minute I looked around and saw he had drifted into the middle and we were on a collision course - I held up immediately but couldn't avoid a collision. Steve's bow blade hit the sharp point behind my seat, resulting in a crack on Norbert in this location. No damage occurred to Charlotte or Steve's blade. Please accept my apologies, I should have been more observant and not assumed a clear river ahead.	15075
12.1.2020	This side of Minerva pontoons. Robin Leach, Jane coxing. Gust of wind drove boat onto Minerva launches. Had to pull blades in and push off their launches. No damage to RL.	15072
29.1.2020 11:00	Sarah, boating in Errol. While stationary on the water, pointing downstream, blades flat on the water, the stream caught the stroke side blade and pulled it below the surface causing the boat to roll towards stroke side and capsize. With assistance from me and Minerva, Sarah managed to re-board. No injuries or damage to equipment. Reported by Nick Dolman.	15069

Philippa

Incidents since the AGM Report i.e. since 21 August 2019

Date	Description	Reported online by club
11.8.19	Clive Pendry reported a capsize by Avon County sculler Ben Matthews. I don't know who this is, where it happened or why CP reported it. I have asked CP all these questions, to no avail. We have enough real accidents without random bods reporting pretend ones.	13916 Not to count unless he replies
24.8.19	Bethan Edmunds and Mark (Peacock?)capsized on pontoon. Lovely swim	14180
24.8.19	Ian Bellamy and Gary Egan capsized. Oars buried on start the cause. Re-floated and got back in. Successful row to base	14181
7.9.19 12:00	At 500m mark in perfect weather, Shay Brennan in Vicki Land hit stationary narrow boat on Minerva bank. The boat had broken down and had its stern sticking out into the river but Shay reports that he didn't see it. No damage to sculler or boat.	14184
17.9.19	An eventful morning – beautiful weather. Andrew B and Graham H coming down stream in 2x. At 10:40, just above the bottom bridge, the 2x was coming downstream to take the north arch of the bridge, close to the correct bank, when it was rammed by a BAU W 4x- coming at pace upstream through the wide arch and failing to take the bend. Clash of blades. Then a BAU W 8 did the same but just stopped in time. Coach in launch seemed	14185 being lazy - reported as one incident

	<p>oblivious to severity of incident and safety of others. AB had a word with him.</p> <p>At 10:45, of the bottom of the straight, a UBR 8 and launch had stopped to chat and a UBR W 1x overtook them without looking. Blade clash again.</p>	
3.9.19	Opposite pontoon. Junior – Emily Rorison in Snow White capsized	14182
12.9.19 18:45	At 750 marker. Kieran McCarthy in 1x Mary hit the safety boat and capsized.	14183 Reported as simple capsize ??
19.9.19	By slipway. Junior – Sam Eve. Tripped over launch rope. Hurt wrist. – given ice pack	14186
23.9.19 09:00	<p>Report by Chris Hopper, ACRC coach with junior:</p> <p>AC WJ17 1x (Finnola Stratton) sculling downstream correctly on far bank of home straight - actually very close to bank</p> <p>Coaching launch from CrewBath (Called Paul Stannard) with two people on board was following a small flotilla upstream. The launch was on the "wrong side" - which is reasonable if no other crews are around.</p> <p>I was observing and expected the launch to move to avoid the AC sculler - it did so very late and there was a noticeable white wash/wave as it quickly changed direction.</p> <p>On speaking to Finnola at the end of the trip she said the launch had actually gone over her blade.</p> <p>I am amazed by the lack of attention to other crews shown by the launch and it's also worth noting it travelled at speed passing the boats on the moorings below coaches' corner [i.e. just upstream of Avon County] causing a significant wash. We may hear more of this.</p>	14209
23.9.19	At 11:30 Ruth Bardell in Mary capsized " for no apparent reason"	14341
27.9.19	50m upstream of club Tess Booker in Scabbers capsized - inexperience	14342
5.10.19	I (Marian L) would like to alert you to a near miss which happened at approximately 9am as we travelled down stream on Sat 5th October. I was coxing a women's 8. We were doing a 4K head piece, but just as we got to the bridge before the straight (Newbridge?) the Bath launch was on the wrong side of the river, just in front of the bridge arch. They didn't move from their position for maybe 5 seconds even though they could see us. We had to do an emergency stop. They then travelled to their side of the river with no recognition that they had been in the wrong or apology.	14343
20.10.19	At 10:30 Amy Saunders and Emily Rorison fell out of Dobby. Both leant out at same time to do up gates	14517
31.10.19	At 10:30 below the bed at Minerva. Debbie Blackmore coxing Penny with Very Vets was proceeding upstream tucked into the bank. A wide-beam "narrowboat", The Compass	14518

	Rose, appeared around the bend, moving swiftly on entirely the wrong side of the river. The eight made an emergency stop and moved as close to the bank as possible. Had we been going any faster, it would have been a head-on collision. Boat captain apologised.	
7.11.19 10:00	Debbie coxing Penny Senior for the BOA Very Vet eight. Debbie says...As crew stepped onto pontoon #2 the downstream end floated away. Stroke slipped between pontoon and pavement and his legs went into the water. He got up, changed into dry clothes and the outing continued. Post outing, a large lump had risen on his hip. This is a mixed ability VERY masters crew with limited upper body strength and boat handling ability so we were proceeding with extreme care, it has to be said. Not sure anything could have prevented it. And, earlier, Debbie had also said that other club members on site had rushed to help get the stern of the boat up and release the stroke man.	14515
9.11.19 11:20	Marian coxing Philippa Sondheimer for women's crew. It was raining heavily. Marian says...We were coming in to land on the pontoon. I asked "watch out in the bows" but forgot that the person in bow was a beginner. We hit the second pontoon at the very end. However, as the pontoons were high, we managed to hit under the pontoon and become wedged. Unbeknown to us, there was a screw sticking out of the pontoon that scratched/ripped the bow. Bow got out to release us from the pontoon. The bow was dented and scraped and the split was nearly full thickness.	14516
15.11.19 08:00	Julia Wood says "At approx 0800 Friday 15 November 2019 I was proceeding downstream in a 1x past Minerva Bath steps on the correct side of the river when i narrowly avoided going head on into a bath Uni 4- which was proceeding upstream on the wrong side of the river, presumably to the steps. It was light but i had a white front light on the boat and light clothing. No warning was given. I just happened to look round at that moment. They accepted that their behaviour had been dangerous and that they were at fault".	14557
16.11.19 14:00	At Avon Autumn Head a CSW WJ17 rower caught two crabs and was hit on the back of the head and shoulder during race. Safety Adviser notified and crew given priority on landing stage as they returned. Paramedics attending immediately took her to the ambulance for observation, where her mother joined her. Mother commented to Race Manager "she's smiling; she's fine". Ambulance crew stated no signs of concussion though rower felt dizzy. Advised to attend A&E if any concerns.	14558
17.11.19	At 11:15 off club rafts. Brook Morgan (junior) capsized from Norbert while turning.	14650
24.11.19 09:15	At New Bridge. Collision between Avn 2x and MIN 1x at New Bridge. AVN 2x: Stroke - Steve McCarthy, Bow - Darrel Samanjoul. MIN 1x – Mas male (G?) Rowing upstream through New Bridge. Collision occurred with MIN 1x who was straddling centre line. Blades collided snapping MIN 1x stroke side blade. Sculler remained upright. AVN 2x backed down provided platform and support for MIN 1x, then safely manoeuvred MIN 1x to MIN pontoon. Reported as 14615 by O'Farrell of Minerva who agreed the above account and quoted a cost of £195 to replace the blade.	14565

Membership and Subs Report for March 2020

Note: The financial information below is based on the membership spreadsheet dated 8th March (the day the bank statement is published) and the membership information is based on the situation at 30th March – the date of writing.

Membership

The membership is as follows:

Membership type	No of Members
Full	124
Coach/non rowing	3
Student	6
Vac Student	18
Junior	36
Taster only	24
LTR taster + course	0
Junior family membership 1 parent	4
Junior family membership 2 parents	2
Bath Spa	28
Non Bath Spa leavers this FY	75
Total excl leavers and inc Bath Spa	245

Notes

As these figures only go up to 8th March and our meeting is on 30th, I cannot give year end figures. I will do them once the bank statement comes out on 8th April and I have checked them with Julian and Penny to agree a year end position.

They are not going to be a very good indication of life going forward as the subs holidays do not come into play until April. About 20 people on GCL have taken holidays and we do not yet know about the people who pay by standing order.

GoCardless

We now take over £3500 per month in subs via GoCardless. Continuing the process of removing people who have left, hoping this protects their data.

Philippa Sondheimer, Membership Secretary

AVON COUNTY ROWING CLUB					
Financial Report for Committee Meeting on					
30 March 2020					
1. BANK BALANCE					
	Interest rate	This report (30/03/20)	Previous report (17/02/20)	Change	
Current account - General		61,584	68,498	(6,914)	
CAF Cash account		1,056	1,048	7	
CAF Gold account	0.15%	78	78	0	
Virgin Money account	0.15%	17,996	17,996	0	
Total in bank		80,713	87,620	(6,907)	
General excludes subs standing order receipts since 09/03/20					
There is also an HSBC account for ACRC events					
Debtors: Entries & gym/landtraining		970	842	128	
Debtors: Kit		235	229	6	
Total entries & kit debtors		1,205	1,071	134	
2. MAJOR INCOME & EXPENDITURE ITEMS SINCE LAST REPORT					
(excluding normal routine items)				Amount	
2x 75kg				9,433	
British Rowing affiliation				1,325	
3. IMPENDING MAJOR EXPENDITURE/INCOME					
				Amount	
4. FINANCIAL ISSUES					

AVON COUNTY ROWING CLUB

INCOME AND EXPENDITURE ACCOUNT

Outturn	Lockdown Budget
Year 31-Mar-19	Year 31-Mar-21
£ INCOME	
40,146 Subscriptions from active members	- worst case
5,780 Fees from potential members	-
5,735 Donations & fund raising (excl specific boat purchase)	300
1,124 Grants recognised as spent <i>(see Note 3: Grants analysis)</i>	700
4,155 Subscriptions and rent from associated clubs	4,768 normal amount, but if BMG gives rebate some will need to be passed on to Canoe Avon
1,775 Boat storage fees	1,000
Sale of equipment	-
300 100 Club profit	-
15,750 Dividends from Heads & Regatta	-
101 Bank Interest	50
152 Profit on catering at events (from 1/4/17 excludes ACRC Heads)	-
3 Profit / (loss) on gymnasium and pool	-
237 Profit / (loss) on clothing sales	-
Learn to Row courses	-
75,259	6,818
EXPENDITURE	
11,279 Rent and maintenance of premises	10,620 partial rebate likely
6,233 Insurance - boats	5,200
592 Insurance - other	600
7,058 Boat maintenance	300 works required to Eton trailer
1,039 Event equipment	-
23,636 Depreciation and write offs	20,000 NOT CASH
1,055 Launch fuel & repairs	-
355 Coaching course fees and costs	-
1,447 British Rowing and EA/Canal & River Trust fees	300 if BR waive most of the affiliation fee
478 Administration costs	100
237 Web Site & Publicity & Club Dinner	200
315 Regatta entry fees not recovered	-
(428) Regatta travel costs not recovered	-
108 Elite support	-
(10) Sundry	-
53,395	37,320
21,864 Profit / (Loss) before exceptional items	(30,502)
EXCEPTIONAL ITEMS	
- Site development costs net of donations and grants <i>(see Note 4: site development)</i>	-
3,230 Insurance claim excess over book value	-
- Donations for specific boat purchase	-
25,094 Profit / (Loss) after exceptional items	(30,502)
cash outflow	(10,502)

NOTES ABOUT THE LOCKDOWN BUDGET WORST CASE

I thought it would be useful to put some simple numbers together to help the Committee assess the impact of the coronacrisis on the Club's finances.

The attached is a worst case scenario. It is very simple, and should provide a platform for simple calculations of the effect of things turning out better.

It covers the year to March 2021 and assumes:

- no rowing for the whole year
- no subs income (but BR waive most of the affiliation fee) (see Note 1 below)
- no Boathouse Management rebate (see Note 2 below)
- unchanged income from Canoe Avon, dragons, moorings (line "Subscriptions and rent from associated clubs") (see Notes 3, 4,5 below)

The comparative figures for the year to March 2019 are included (2020 not yet available: probably like 2019 apart from the lack of £7,000 due to the cancellation of the 2020 Spring Head).

The figures suggest an accounting loss under these worst case assumptions of around £30,000. This compares to a profit of some £20,000 in the year to March 2019. In terms of the Club's cash, the cash drain over the year would be about £10,000 (since depreciation is not a cash outlay). The Club's cash balance is currently around £80,000, so the Club can withstand such a cash drain.

Julian Sondheimer (Assistant Treasurer)

NOTES

1. Subs: the subs reduction is unlikely to be nearly as bad as the worst case. So far about 20 people (mostly adults) have requested a subs holiday, reducing subs by about 6,000, though requests are still coming in. Non-payment by Bath Spa will reduce subs by a further 2,500.
2. Boathouse Management fees: the normal fee is 885 per month (10,620 per year, see line "Rent and maintenance of premises"). The Boathouse Management Group will shortly discuss its budget for the year. The proposal being put to it is that fees should be maintained at the normal level until August, when the position will be reviewed. At that stage, there may be an adjustment. There has been a review of what costs will be avoided under closedown, and it looks as though the parties' fees could be reduced by about 40% without failing to cover unavoidable costs.

An element of the costs is the Duchy rent. The potential for rent reduction/deferral will be explored with the Duchy.
3. Canoe Avon: Canoe Avon have written to ask whether ACRC will consider a reduction on their subs for the period of closure. They currently pay us £1,668 per year. This more or less covers the proportion of the Boathouse Management fee attributable to their space. The Club proposes to ask them to pay their normal amount for April to September, but to explain the situation regarding Boathouse Management and to hold out the possibility of a reduction/rebate if the Boathouse contributions are then reduced.
4. Dragons: the Dragons pay us £1,500 per year to rent part of the West Wing, which is outside the Boathouse Management responsibility. It is suggested that the Club waits to see if any approach comes about a reduction.
5. Moorers: the mooring income is £1,600 per year. Under our deal with the Marina this should not be affected.