



Minutes of Star Club Management Board Meeting

26th October 2021 20.00 hrs.

Attendance (**bold** = present, ***bold italic*** = video link, grey = apologies given)

Chair	Secretary	Treasurer	Club Captain	Communications	Junior Liaison
Clive Thompson	<i>Liz Appleton Janet Williams</i>	<i>David rainbow</i>	<i>Rachel Coowar</i>	<i>Alex Totty/David Sogan</i>	<i>Freya White</i>
Membership	Equality & Diversity	Premises	Welfare	Fundraising & Events	Assurance
<i>Rebecca Watters</i>	<i>Andy Chillingsworth</i>	<i>John Coowar</i>	<i>Amber Dorkin</i>	<i>Simon White Ian Donald</i>	<i>David Dixon</i>

1. **Approve the minutes of the last meeting (21/09/21)**
Minutes approved with amendments suggested by DR
2. **Introduction from new members**
3. **Updates on Priority 1 Actions from Action Tracker.**
Please refer to notes in red on the action tracker
4. **Key points from any Management Reports.**
 - **MB agreed to changes to bank mandate for Star Club banking: Guyon Bedward will stay on .Andrew Thomson will come off .David Dixon to be added.**
 - **Debit cards for Star Club -cancel Andrew Thomson. Apply for new card for Jon Coowar**
 - **Accounts -no questions from club members .Accounts accepted as presented at AGM**
 - **Accountants report due at the end of October. There will be quarterly reports from our new external accountants Sheens Kay Sheens from now on.**
 - **The café franchise continues to operate on a 10% share basis but at the moment revenues remain depressed. We receive quarterly management accounts from their accountants. MB agreed to revise the financial terms of the contract as revenues grow. MB will work with the team to help grow and promote the franchise.**

RC has assessed our fleet as requiring the following new/younger boats
Men's coxed 4/Men's coxless 4/women's coxless quad/several new doubles.
There is an opportunity to purchase 4 Janousek doubles from Scottish rowing for 8k. and a men's coxed 4 Hudson from Newcastle for 12.5k
Agreed to buy all the boats.

MB agreed to sell Ambition and to discuss with men at all levels to decide which is the most appropriate men's 4 to sell and to choose which 4 doubles to sell and replace .It was agreed to purchase the 4 and doubles as above providing the weights meet the current needs of our rowing squads.

There is still the need to source a women's coxless boat

**MB agreed to payment of £9.50 per month to Wix.com to host the new website.
Action All the MB emails will need to be reset when the information is transferred to the new website DS/AT**

- Everyone has now been added to dropbox .There have been some problems with access which LA will address
- New MB Whatsapp group set up
- All forwarding email addresses are being sorted
- Format for monthly reports will be circulated
- Request for MB photos and names on notice board
- All roles updated on club hub

Action -to check RC set up on clubhub LA

Action-New MB notice on noticeboard LA

- DG still acting as safety advisor

Star Head is nearly full

5. Matters arising from AGM

- Name squad leaders and Vice –Captains
ViceCaptain Dom Hawes (chosen by Captain)
Squad leaders :
Masters Pete Isaacson
Development squad Janet Williams
Masters women Chrissy Boggis
Women Niamh McBride
Senior men Guyon Bedward

- Clarify use of Bedford Star combination club for racing crews

MB agreed this nomenclature should only be used for high status events as originally intended.

6. Objective setting for the new season

Deferred to next meeting

7. Membership and Community Engagement

Action AC will d/w Jason re outreach events in spring.

Action AT to send email to remind members to be respectful of our neighbours and not open the windows/play loud music early or late.

8. 60th Anniversary Celebration planning.

A speaker has been found

AC has organised the slide show

9. AOB

- Director of rowing .who manages him? What objectives have been set? When is his review? Need to discuss time management/icrew/and his administrative role

Action CT will discuss with SW and Chris Callow to arrange performance plans. CT will manage and arrange reviews.

Action Send CT contract of employment /job description DR

- Concerns re parking on Wednesday night in the dark for younger members of women's squad particularly when Viking are not using parking spaces.

Action CT will ask if rules can be relaxed Oct-Feb.

Schedule of actions from previous meetings - PRIORITY 1	Owner	Status
From 21st January 2020		
a) Matters arising from Viking liaison meeting held on 26/2/20. Safeguarding concerns not yet resolved so follow-up meeting required. Star have confirmed they cannot accept a non-binding commitment re changing room usage. LT to "meet" with Viking.	AD	WIP Viking have amended the proposal. Further alterations agreed at MB meeting to be sent to Viking for final approval
b) Find new website provider/set up new website	DS	WIP

		DS setting up. To d/w junior members who may wish to help as part of their coursework
From 13 th July 2021		
c) To source digital frames for clubhouse to insert club photo archive into. Some photos are currently on dropbox. One frame could be used as a club noticeboard	JC/CT	WIP Media volunteer from juniors has ideas of different slide shows for different events
d) Newsletter request for club photos from any recent events	AT	WIP
From 24 th August 2021		
e) RW to meet Club captain to check for discrepancies in membership	RC/RW	WIP All checked except masters /recs. Need to update icrew
f) Discuss clubroom events and ways to improve profits with Ann	SW/DD	WIP
g) Completion of DBS for Jason and RC	AD	WIP Also Olli Sharp/Joseph Sharp/Amber Dorkin
h) Set fees for Learn to row course and method of payment	RC/RW	Complete remove
i) Discuss Rival kit with Jason as he has contacts to sort out problems with kit supply	JT	Reinstate Godfreys as multiple problems with and poor response from Rival Completed remove
From 21 st September 2021		
j) Clear ergo room and reinstate/separate off the end of the club room	RC	WIP
k) Provide updated action plan of renovations	JC	WIP
l) Agree quotes for new barrier	JC	Completed .remove. Get quotes for pop up barriers at car park entrance

m) Discuss event options with recs	AC	WIP
n) Sign to warn dog owners that the steps are a potential hazard to claws	SW/CT	WIP
o) Request help from members for 60 th anniversary celebration	AT	Completed remove
p) Members to be advised at AGM of charge next year for those not volunteering for the club this year payable in next year's subscriptions .Self declaration of volunteering will be trialed	SW/LA	Completed remove
q) VPs to be contacted for nominations for Deputy President	SW	Postponed 1 year. Remove
r) Arrange extra support for DoR in the short term with squad planning and logistics of role.	SW/CT	WIP

Long term Actions	Owner	Status
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From 24 th November 2020		
s) Form group to discuss clubhouse improvements including balcony extension	JC	WIP 1 st meeting in 2 weeks . Lynn/Rob Sansome/Olly Sharp/Ellie Feltham
t) Add annual review of risk plan to December agenda	JT	WIP
From 16 th february2021		
a) Subgroup to look at incorporation	DD/ DR	WIP Insurance specialist advised that for full cover we should go for whole club charitable incorporated organisation. This will require more admin particularly accounts. We need a better accounting base.To approach accounting firms and look at costs.

		We also need solicitor for legal advice .MB consent given for above

END