



Minutes of Annual General Meeting

The meeting will be held Thursday 23rd March, 2017 at 8pm. The meeting will be held at The Boat House Shalford Road, Guildford, Surrey GU1 3XL

Minutes

1. The meeting was opened by the Chairman and the Secretary confirmed that there was a quorum of voting members present.
2. Apologies for Absence were received from the following people –
 - a. David Scrivener
 - b. Nick Hopkins
 - c. Diana Little
 - d. Mark Starling
 - e. Scott Warden
 - f. Peter Scott
 - g. Rachel Townsend
 - h. Richard Cooper
 - i. Richard Turpin
 - j. Alex Freeman
 - k. San Mogridge
 - l. Rachel Morris
 - m. Iain Craig
3. The Minutes of 2016 AGM meeting were approved as a faithful record of the meeting and were signed by the Chair.
4. Matters Arising

There were no matters arising noted



5. Chairman's Report

The Chairman read out his report to the meeting and a copy of the chairman's report is attached to these minutes.

6. Club Development update was given to the meeting by the chairman

- a. **Charitable status.** Advice from Larking Gowen (Norwich Boat Club VAT advisers) is for GRC1880 to convert to a charity and then to manage the build and all funding for the build. This will reduce the VAT bill on the build itself and will attract sponsorship and funding. The advice remains complicated however and outstanding actions:
 - i. Obtain legal advice on conversion of GRC1880 to charitable status and implications for land and building ownership/possible transfer of assets. We have a quotation from one firm of solicitors recommended by Larking Gowen. We have received another recommendation from a parent for a lawyer who is local and self-employed and an expert on charities; she has just been contacted to see if she may be willing to help and if so what it will cost.
 - ii. Initiate conversion of GRC1880 to charitable status. Paul and Richard due to commence process. All the legal advice we need may be available from the Government/Charities Commission so 1a above may not be needed. This will require on going review.
- b. **Project costs.** An initial estimate had been obtained, based on original designs, at £1.5m inclusive of VAT, site prep and landscaping. This estimate includes significant assumptions made in the absence of technical information. Two companies have been approached with a view to providing detailed costing and managing the project. Both have provided estimates/quotations for the project management but we have not been able to obtain an accurate project cost which will allow us to consider phasing the project or amending the design to either make it more affordable or practical or both. This is the major obstacle to progress at this stage. Until we have more accurate costings and have made decisions on phasing or design amendments we cannot move to the next stage:
- c. **Funding.** The Club continues to keep approximately £50k in readiness for project costs. To date we have spent approximately £30k on professional fees and planning application. Mark Starling has put a lot of the fundraising structure in place with a professional fundraiser retained, volunteer fundraisers stood by and loan facilities on offer. Rachel Morris has stated



there is significant interest from the charitable sector in supporting a project such as ours. The 2017 budget includes £20k for project costs; this may have to cover land purchase and bore holes, plus first instalments of fees to project managers but at this stage we do not have any firm commitments for any of those items. The Committee has agreed that the major club fund-raising activity this year will be a Big Row in September 2017; this should aim to raise £10k. Other fund-raising efforts such as junior lunches and teas continue to support the Club day-to-day running.

- d. We have identified and made contact with representatives from other clubs with a successful track record in development projects – Norwich and Taunton. As our project moves along we will tap into these sources of information and experience in order to identify and avoid pitfalls, overcome obstacles and achieve our goals. British Rowing is still supportive but no longer has lottery funding to offer to clubs.
- e. We will be asking for input from club members as we move towards detailed costings and design.

A number of questions were asked by members including

- a. When would the development start? The Chairman indicated the estimate was within three years
- b. On planning permission outline permission had been approved for a one story building
- c. Peter raised a concern about maintenance pending the rebuild – including in particular the doors at the front of the club which had become stiff. The Chairman confirmed the committee would continue to review the maintenance of the existing building whilst balancing the need to avoid spending money unnecessarily. The doors would be looked at specifically.

A resolution to empower the Committee to apply for Charity status was discussed and an amendment agreed to that set out in the notice to give flexibility for the unincorporated association Guildford Rowing Club or Guildford Rowing Club (1880) Limited (the company that holds the land and buildings used by the club) to be converted to a charity to facilitate fund raising, as well as take such measures as necessary to minimise the burden of VAT associated with the redevelopment which may include registering the Club and Guildford Rowing Club (1880) Limited for VAT. The resolution was considered meeting and Emma Wells asked if there was any downside of registering as a charity. It was confirmed that there would be additional costs associated



with filings with the Charity Commission, but it was felt that there the benefits of being a charity outweighed these. The resolution was proposed by Rachel Spruce and seconded by Rachel Tasker and the resolution was passed by a show of hands.

7. Captain's Report

The Captain read out her report to the meeting – a copy of which is attached to the minutes.

8. Treasurer's Report

The treasurer read out his report to the meeting. A copy of the report is attached to the minutes of the meeting. The new subscriptions were considered by the meeting and it was proposed that the current fees were maintained at the same level with the addition of a new category of junior adaptive. The resolution to approve the subscriptions was proposed by Danny Skillman and seconded by Ian Pigram. It was passed on a show of hands unanimously.

9. Amendment to Constitution

An amendment of Club Constitution to permit Junior members aged over 16 to vote at General members of the club and to be on the committee as well as various other amendments to bring the constitution in line with the latest model constitution suggested by British Rowing (2015 version) was considered by the meeting. This resolution required a majority of 75% to be passed. The revised constitution had been made available at the meeting and was attached to the notice of the meeting. The motion was given careful consideration by the meeting with one member raising concern about having juniors voting. There was also a concern that getting a quorum may be more difficult. Others felt this was an important amendment integrating older juniors into the running of the club. The resolution was proposed by Ben Hopwood and seconded by Jackie Johnson. The resolution was passed only a show of hands with a clear 75% majority (three voted against).

10. Election of Club Officers

The meeting turned to electing next year's committee. All other nominations were uncontested and were approved on a show of hands in each case unanimously. The newly elected committee is as follows



<u>Committee Role</u>	<u>Current holder</u>
Chairman	Paul Woowat
Club Captain	Rachel Spruce
Vice-Captain Men	Scott Warden
Vice-Captain Women	Jackie Johnson
Vice-Captain Adaptive	Chris Boys
Vice-Captain Junior	Ian Pigram
Secretary	Richard Warne
Treasurer	Danny Skillman
Boatswain	John Redmond
Safety Advisor	Rachel Morris
Welfare Officer	Emily Rowland
Membership Secretary	Steve Wright
Social Secretary	Helen Gray
N/A	Diana Little
Marketing	Mark Starling
Web design	Ben Hopwood

10. AOB

- a. It was proposed by the Captain that Rachel Morris be given a life membership of the club in recognition of her contribution to the club and the sport of rowing more generally. This was seconded by Richard Warne and passed unanimously.
- b. Emma from beginner group from September indicated that the group wanted to record how welcome they had felt by the club
- c. Peter Turner commented that more effort was required by club members to keep the club tidy. The chairman commented this was a concern also raised by the committee recently.

There being no other business the Chairman declared the meeting closed at 9.50pm

.....

Chairman



CHAIRMANS REPORT AGM 23 March 2017

I have for you the same introduction as last year – which goes to show not a lot has changed while you've been out rowing! – well ok except someone in the Club went out to win gold in Rio

We also continue to enjoy success at all other levels throughout the club as we aim to offer good value to all members as we pursue our rowing ambitions using our limited river space and facilities.

We all have to compromise along the way to ensure all members have fair access but we seem to manage that fairly well and I thank all those members on and off the committee who put time into managing the club and effort into helping all squads achieve their aims. I move quickly on to what is probably our biggest issue to address

Club Development

As I am sure you are aware we have achieved last year's ambition of gaining planning permission for the new development. I remind you now that the proposed new development is to secure the clubs future for the next fifty years and to provide the facilities to allow it to grow in that time. I thank all those members who sit or have sat on our development committee who enabled us to get to this exciting stage.

The cost to complete such a scheme is currently way beyond our current bank balance but it is achievable with the right structure in place and a good story to tell which we do have. As we now have less than three years to put the first spade in the ground I suspect we will have to plan for a phased scheme. The current challenge is to ensure we have the best qualified advice available before change, to ensure we do not put at risk the current club ideals.

We will be asking you for a resolution to empower the Committee to apply for Charity status to facilitate fund raising for Guildford Rowing Club (1880) Limited - (the company that holds the land and buildings used by the club) -, as well as take such measures as necessary to minimise the burden of VAT associated with the redevelopment, which may include registering the club and Guildford Rowing Club (1880) Limited for VAT.

Before we come to that I offer this brief synopsis of our current status:



1. Charitable status. We need charitable status primarily to be able to attract funding.

Having received professional advice on VAT issues we are seeking additional advice on how to structure the Club as a charity in order to achieve maximum savings on the build through VAT reduction and attract maximum funding from sponsors and grant organisations. Subject to the advice received and the resolution being agreed we are ready to commence the process to register for Charity status – All the legal advice we need for this process may be available from the Charities Commission

The advice from Larking Gowen (Norwich Boat Club VAT advisers) is for GRC1880 to convert to a charity and then to manage the build and all funding for the build. This will reduce the VAT bill on the build itself and will attract sponsorship and funding.

We need to obtain legal advice on the implications for land and building ownership/possible transfer of assets. We have a quotation from one firm of solicitors recommended by Larking Gowen. We have received another recommendation from a parent for a lawyer who is local and self-employed and an expert on charities; she has just been contacted and the costs are more favourable.

2. Project costs. Our initial estimate, based on original designs, stands at £1.5m inclusive of VAT, site prep and landscaping. This estimate includes significant assumptions made in the absence of technical information. Three companies have been approached with a view to providing detailed costing and managing the project. All have provided estimates/quotations for the project management but we have not been able to obtain an accurate project cost which will allow us to consider phasing the project or amending the design to either make it more affordable or practical or both. **This is the major obstacle to progress at this stage. Until we have more accurate costings and have made decisions on phasing or design we cannot move to the next stage.**

3. Funding. The Club continues to keep approximately £50k in readiness for project costs. To date we have spent approximately £30k on professional fees and planning application. Mark has put a lot of the fundraising structure in place with a professional fundraiser retained, volunteer fundraisers stood by and loan facilities on offer. Rachel Morris has stated there is significant interest from the charitable sector in supporting a project such as ours. The 2017 budget includes £20k for project costs; this may have to cover land purchase and bore holes, plus first instalments of



fees to project managers but at this stage we do not have any firm commitments for any of those items. The Committee has agreed that the major club fund-raising activity this year will be a Big Row in September 2017; this should aim to raise £10k. Other fund-raising efforts such as junior lunches and teas continue to support the on-going expenses of Club development

4. **We have identified** and made contact with representatives from other clubs with a successful track record in development projects – Norwich and Taunton. As our project moves along we will tap into these sources of information and experience in order to identify and avoid pitfalls, overcome obstacles and achieve our goals. British Rowing is still supportive but no longer has lottery funding to offer to clubs.

5. **We will be asking** for input from club members as we move towards detailed costings and design.

6. **We have approached the Council** to begin the process of purchasing the additional land required for the new buildings. The Council agreed to sell us the land at a reduced price whenever we received planning permission. We will proceed with getting the agreement and paperwork in place but would not want to take ownership of the land until we are ready to commence building in order to reduce/delay the costs of installing new fencing and access routes.'

Hopefully this report covers the main issues for discussion as we proceed with the development but I will take questions before asking for confirmation of the resolution to committee.

So on to the Committee

I thank all those who have worked on the committee this year. Some are stepping down and I know some are stepping forward to take on a role.

It has been suggested to me that some members of the club do not have sufficient representation on committee. I remind all members that each section of the club has a Captain who represents their section and the Club Captain oversees all sections. All members have the right to highlight any issue with the committee by writing to me the Chairman or to the secretary to ensure the committee discuss and direct reply will be given. The ethos of the club is to be open to all and it is the same for the committee. It is not necessary to be on committee in a particular role, if you are interested in the general management of the club and which to contribute in any way then please step forward as your efforts will be made welcome.



Captain's Report for Annual General Meeting 2017

Introduction

Firstly, I would like to thank everyone here for coming along this evening. As well as being a chance to hear all about the club's activities over the previous year, this is your opportunity to shape the future of your club. As you'll hear in subsequent updates and reports, there are many things going on behind the scenes. Some of which will hopefully have grand new projects to show and others which are less tangible, but equally important to the future success of the club.

One of the background projects that I have been working on along with several other committee members, is the legal structure of the club. At the moment, the club is made up of two entities, the newer of which is the limited company set up for the land purchase back in 2011. The older entity is what is known as an "unincorporated association of members", a short way of describing a group of people who gather together in pursuit of a common purpose, in our case the pursuit of the sport of rowing.

It is likely that there will be some changes to this structure coming in the near future to enable us to move forward with the redevelopment as effectively as possible and also hopefully to safeguard the future of the club for the next 137 years and beyond. I'm not sure whether the group of chaps who first got together to form what became GRC ever thought about what would be happening this far into the future, but, here we are, with rowing taking place on Sundays, women in boats exerting themselves and more coffee than beer being drunk in the bar.

Rowing

Anyway, the reason we are all here is quite simply, a shared interest in the sport of rowing. If we're not active on the water, then we're on the bank coaching, timekeeping, mud-dodging or behind a computer making rowing happen for our fellow members.

Over the last year, we have had some good race wins to report. From the Junior Squad, we had three Victor Ludorum trophy wins at Ball Cup (South), Kingston and Staines, being the club with the most wins, finals and semi-finals. Unfortunately, the juniors have been particularly hard-hit by a spate of cancellations of races over the winter as a variety of adverse weather factors have led to races not going ahead on safety grounds. With the weight of numbers entering events now, race organisers are faced with an ever-increasing burden and an ever-reducing margin for error. It is a shame that cancellation is a frequent outcome, however it is one of the vagaries of an outdoor sport. Nevertheless, our juniors continue to represent the club with enthusiasm and success and are a credit to the club.

The men's squad have also had some good results over the year, with Colin & Justin losing their novice status at Maidenhead, a good series of wins from the Masters men's crews and also the



senior men of Ben, Sam, Scott and Devon. The Dev squad men's novice coxed quad also had a win by a considerable margin at Burway small boats head over a Weybridge crew. It's good to see some strong representation and wins in the men's squad, especially on the senior side as this is an area where the club is lower in members. Wins and good results at events will certainly help the profile of the club and help us to attract new members to this group.

On the women's side of things, the Quad Squad continues to compete well at national level events, such as Henley Women's, National Masters and Henley Masters, with Annika and Jackie leading the way. There is a broad range of experience and real strength in depth throughout the women's squad, with development crews training regularly on and off the water and with big plans for competing over the summer. Between Peter's coaching on the water, Immie's infamous training programmes off the water and the organisational support of Jackie and Annika, the women's squad is in a strong position for the year ahead, across the age ranges and ability levels.

In squad terms, we now turn to the Adaptive squad, both junior and senior. This is probably the squad that has seen the most development over the last year or so. Initiatives started several years ago, such as links with Phyllis Court & Marlow RC and a new racing handicap system pioneered by Rob and Guy for the first time at Heron Lake Regatta last year are now really coming to maturity. Our crews are increasingly having more opportunities to race and prove their ability. We have had a great set of results from junior and senior rowers alike, culminating in a fantastic performance at the BR Indoor Champs cheered over the line by a contingent of GB rowers who were rightly impressed by what they saw.

Now, I've sort of been saving the best until last and we've already touched on this tonight, but GRC gained its second Paralympic champion in 2016, following Rachel Morris' dominant performance in Rio. Following on from her win in Poznan at the World Cup, Rachel took the gold medal in Rio in a new Paralympic Best time, coming through in the last few metres to overhaul her rival from China. We have celebrated Rachel's success at the club and she has also been recognised in the New Year's Honours and made an MBE for services to rowing. Rachel will also be receiving other accolades in the coming months.

Now, it isn't really much compared to an MBE, but I would like to nominate Rachel for a life membership of Guildford Rowing Club. Our last life member was made in 2009 and was Helene Raynsford (now Dyson), in recognition of her gold medal in Beijing and the work she had done for the club. Like Helene, Rachel has transferred to rowing following great success in other sports and we hope that as a member of GRC, she has found a home. GRC has certainly benefitted enormously from Rachel's experience, contributions and success and I feel that it is only right for the Club to honour Rachel for that. We will need to have a vote on this proposal at some point this evening and I hope that you will all join me in celebrating Rachel's success in this way.

Now, just as important as victories on the international stage are the participants just getting on with it here at the club, those of us who are "just" messing about on the river. Last summer, we welcomed a new, oldest member, Charles, who before he got back on the water here, had last been in a boat in Karachi in 1960. Charles has joined our Tuesday morning group of veteran rowers and probably pushed the average age up a little! We've had a new intake of juniors at the other end of



the age spectrum following Danny's Autumn junior beginners course, a course which remains oversubscribed and with waiting lists already in operation for this September. We also have a new intake of adult members, both able-bodied and adaptive, through what was one of the busiest summers we've had for new enquiries. Certainly, the adult beginners course was probably the biggest the club has had to date, with many of the group sticking with us through the winter months, and we have also gained several experienced rowers who have joined us from elsewhere. I would like to welcome all of our new members, whatever their age, ability or previous experience, to the club. I hope that you have enjoyed your time with us so far and that you will stay with us for the coming year at least.

In summary, it has been a very solid year for the club, with some brilliant successes and a real consolidation of our strength in depth across the squads. I have been privileged to be your captain during this time and would like to thank you all for your support, enthusiasm and commitment to the club.

I would also like to take this opportunity to thank the rest of the committee, especially the vice captains, Chris, Ian, Jackie and Ben and those who support them off-committee in the form of coaching, coordinating entries, outings, training days and other support functions. We are all volunteers and amateurs, but we are held to professional standards by our governing body. So, thank you to everyone in the club for your support in upholding that.

Rachel Spruce

March 2017



GUILDFORD ROWING CLUB – TREASURERS REPORT

YEAR ENDED 31ST DECEMBER 2016

2016 saw significant expenditure on equipment and club development, offset by a healthy membership number producing subscription income and fund-raising by all sections of the club. The club made an operating profit in the year of **£8,087**. The accounts are summarised in the table below.

Income

- **Subscription income** at **£42,908** was up on the previous year mainly due to an influx of adult beginners in September and the small increase in subscription rates.
- **Membership on 31st December 2016 stood at:**
 - Senior members: 71 (75)
 - Junior members: 110 (102)
 - Coxswains: 12 (6)
 - Coaches: 12 (12)
 - Adaptive: 13 (12)
 - Social and life: 18 (17)

TOTAL 236 (224)

(Dec 2015 figures in brackets)

There have been successful introduction to rowing courses for both seniors and juniors which have boosted year end membership numbers.

- **Grants.** The club received grants from Guildford Borough Council (**£3,623**) towards the cost of three new single sculls, and Row2Recovery which covered the cost of the new adaptive single scull.
- **Fundraising.** Through a range of activities including summer sculling courses, corporate days, second-hand kit sales, junior lunches and refreshments, cake/plant sales and general donations Club members raised nearly **£7,000** for which the club is most grateful.
- **Social Functions.** The Spring Fling, Summer Party, Crew Supper and Christmas party produced an overall profit of **£1,680**.

Expenditure

- **Equipment purchase.** The club acquired a new double scull (Duchess), three single sculls (1, 2 and 3), an adaptive single scull (Rio Gold) and eight pairs of sculling blades during the year. The adaptive single scull was funded entirely by a grant from Row2Recovery.
- **Equipment maintenance.** Significant self-help has helped keep equipment maintenance costs down and below the 2015 figure.
- **Facilities Development.** Major costs incurred in 2016 were as follows:



- Heritage survey £2,670
- Arboriculture surveys £1,674
- Planning application £2,695
- Professional fundraiser £1,000
- **Premises Maintenance.** Emergency repairs to the landing stage cost £2,000
- **Electricity.** Electricity prices continue to rise. We have opted for a fixed price tariff for the next 12 months which should see a 24% reduction in costs. We have also moved the immersion heater to the off-peak meter to see if we can reduce bills further.
- **Licences and affiliation.** Licensing costs for both the River Wey and River Thames are now a significant element of the club running costs. We now licence the majority of our boats for use on the Thames as the Environment Agency is becoming more active in checking craft at regattas. We are arguing for adaptive boats to be exempt.

Financial Planning

The Committee considers and approves a forecast of Income and Expenditure for the next 4 years provided by the Treasurer in December each year. This forecast is monitored and reported to the Committee throughout the year. For 2017:

- We expect the Club operating costs to remain within **1-2% of 2016** levels.
- We anticipate membership continuing at **2016** levels.
- We hope to raise **£10,000** through fund-raising efforts, including a second 'Big Row' in September 2017.
- We hope to be able to upgrade our equipment stock by putting aside **£15,000** for new boats and blades in 2017. This will not be expended until subscriptions have been collected and development spending has been agreed.
- We will make provision for expenditure on club development to cover land purchase, legal advice on charitable status and pre-building site preparation totalling up to **£20,000**.

Subscriptions proposals for 2017-18

The Committee therefore propose that subscriptions for the 2017-18 year remain at 2016-17 levels. We are also proposing a new subscription category of Adaptive Junior which will be offered at a low level to reflect the limited amount of time and access available to this category of membership.

Proposed subscriptions for 2017-18 are therefore:

- Full membership £260
- Junior/Student/Concessionary membership £180
- Adaptive Senior £175
- Adaptive Junior £60



- Social/Coxswains/Coaches £20
- Racking fee - inside storage £195
- outside storage £120

Audit

The accounts have been audited and approved by Adam Hall. I would like to thank Adam for his services. Adam has offered to audit the accounts for 2017 and I would propose that we accept his kind offer.

Danny Skillman

Treasurer

March 2017