



Minutes of Annual General Meeting

The meeting will be held Thursday 22nd March, 2018 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 (with 38 members present and 11 proxies received). The Chairman warmly welcomed junior members over the age of 16 who were entitled to vote for the first time after the change of the constitution last year
2. Apologies for Absence were received from the following people –
 - a. Scott Warden
 - b. Peter Scott
 - c. Iain Craig
 - d. Annika Gleichmann
 - e. Ian Pigrim
 - f. Jamie Markfort
 - g. John Pilkington
3. The Minutes of 2017 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. Progress on the proposed development had slowed as a result of reduced availability of funds
- b. The club was pursuing the purchase of a strip of land from the water meadows so that better use of the outside racking could be made. The club was waiting for heads of terms from Guildford Borough Council.
- c. Charity and VAT advice had been taken, but it was not necessary to take action until it became clearer about the exact nature of the proposed development and its timing.

7. Captain's Report

The Captain read out her report to the meeting – a copy of which is attached to the minutes. She also referred to the junior rowing report also attached to these 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. The following resolutions were considered and approved by the meeting on a show of hands-

- a. Acceptance of the accounts (proposed by Rachel Spruce and seconded by John Redmond)
- b. Approval of the new subscription fees (proposed by Danny Skillman and seconded by Chris Boys.)

The treasurer requested the approval of the meeting that Mr Nick Brown ACA, who had reviewed this year's accounts, be approved to review the accounts this coming year. This was approved on a show of hands.

9. 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	Rob Hall
Vice-Captain Men	Tom Sawyer
Vice-Captain Women	Helen Gray
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	Claudine Chiplin
Membership Secretary	Steve Wright
Social Secretary	Kim Peschier
Deputy Safety Adviser	Rachel Spruce
	Diana Little
	Caroline Crampton-Thomas
	Nick Hopkins

10. AOB

- a. The motion to add an additional £10 for junior coach's gift to be collected from parents voluntarily by the club was discussed but the meeting generally felt that the current approach was better whereby this was organised informally.
- b. Doug Mitchell asked if the development committee had considered the cost of making the land being purchased useable, the cost of the trees being felled and the cost of new boundary. The Chairman confirmed that the trees had been considered, and it was anticipated that the Heads of Terms would address the boundary. Further investigation would be needed as to usability of the land, but the racks could be turned immediately to make better use of the existing land.
- c. Peter Turner raised a concern about maintenance pending the rebuild. The Chairman confirmed the committee would continue to review the maintenance of the existing building whilst balancing the need to avoid spending money unnecessarily.
- d. Emma Dodd asked about whether family membership discounts could be improved. The membership secretary indicated that the current discount was 10% if there were three or more members in the same family who were members, and the discount was applied to all the family members. The



meeting discussed whether 25% would be more appropriate and the Treasurer agreed that this would be discussed at the next committee meeting.

- e. Peter Turner commented that more effort was required by club members to keep the club tidy and in a good state of repair. Brian also commented on the state of the club room floor. The Chairman confirmed that maintenance of the club was important and that a cleaner was now employed twice a week to keep the club in good condition. Helen Gray also confirmed that a club maintenance day was scheduled on April 14th.
- f. Amy Marshall asked about Ergo maintenance and it was confirmed that Victoria Hart had been maintain ergos but it was agreed that all members could do more to keep the ergos in good order.

There being no other business the Chairman declared the meeting closed at 9.20pm

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Chairman



CHAIRMANS REPORT AGM 22 March 2018

We continue to enjoy success on many levels throughout the club as we aim to offer good value to all members as we pursue our rowing ambitions.

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.

A recent addition this year to help expand our rowing opportunities has been the purchase of an eight. We've acquired an old but well cared for boat which will enable us to hold training sessions on the Thames or at Dorney Lake without impinging on other clubs facilities and over-staying our welcome.

Equipment Purchases

On the subject of boats and equipment we have a five year plan which has served us very well for many years – the boathouse full of yellow boats is testament to that planning. The plan is a working document which is reviewed annually by each committee.. The new committee will review this year's suggested requirements and submit to coaches for discussion so that committee can approve and arrange any procurement in time for a September supply, the start of the next rowing calendar.

As we are now at full capacity for boats, the emphasis in the plan is now for replacement and refurbishment of existing craft which has in fact started with Tweedledum and Helene being recently upgraded.

I remind all members to pay particular attention to boat handling. In recent times the majority of hull damage has occurred on land - an expense that can be significantly reduced if more care is taken.

Coaching Support

I thank our coaches and all who help on the bank to keep everyone safe on the water and be able to progress their rowing skills.

The junior squad are a prime example of what can be achieved through good coaching organisation. With over 100 juniors in the squad we do need the coaches but we also need parent support and older juniors are often seen helping the less experienced to progress. Most in our rowing region know the restrictions of our river but other clubs often ask how our juniors are so successful. We recently received a visit from our BR representative to find out how we were organised and view at first hand a session in progress..



It is only a few years ago the women's quad won their event at Henley but Peter Scott is still cycling the bank in all conditions working with the next group who may have similar ambitions.

Apart from the obvious benefit of coaching help for our members, we are reliant on coaches to ensure we pay due diligence to safety, safeguarding, welfare, risk assessment and care of our equipment. The relevant coaching qualifications are a benefit to the coach and the club. We will help with the cost of obtaining qualifications for those who provide help to the club in this way.

Welfare

It is a British Rowing requirement that all clubs appoint a Welfare Officer. Prior to the ruling I am not aware of any issue in the club that required the services of such an appointment but since that time there have been a number of concerns which the club have needed to investigate which does in fact prove the necessity.

In today's world there is increasing focus placed on safeguarding and the welfare of the individual. The committee are currently working to ensure we have the current policies and procedures in place. I thank Emily Rowland the current Welfare Officer and Secretary Richard Warne for the work they are doing on this subject.

Communication & GDPR

In years gone by all our rowing issues were debated over a beer at the bar (Brian didn't allow coffee back then!) We now use websites databases and email lists – everything digital. Very soon we will have to comply with new laws, known as GDPR. We are currently researching the implications to ensure our members contact data is secure and used in the right way.

As part of our review of current procedures regarding GDPR and Welfare, we may need to update members contact details and ensure all members are aware of any new procedures in place. At this stage we are not clear if all members will be required to sign acceptance or we can assume consent. If there is a need to update the records in such a way please respond promptly so that the necessary work can be completed quickly.

Corporate Days

With one eye firmly on the need to fund development we now have a brochure and a format for presenting corporate days. We have held events like this in recent times and are confident we can supply a product that offers a safe and fun introduction to a rowing



challenge for any business that is looking for a team building experience. It is possible to raise £500-£1,000 per day for the club, raise our profile locally as well as make good use of our facilities. If you know of a business that can benefit from an event please contact Richard Warne the secretary who can provide details.

Club Development

I reported last year on the progress we have made obtaining planning permission for the development project and the need for a phased development given the current lack of funding opportunities available.

Not a lot has changed since last year's report except we have completed the research on Vat liability and the option of obtaining charity status, but there is no need to progress any change until we understand the level of development we can afford to undertake.

In my last report we were holding back on pursuing the land purchase until we were clear on how we were to pursue the development. The land purchase is now underway and we are currently waiting for council to submit heads of terms for agreement. These should be submitted and agreement reached in the coming weeks when we will be able to commit to the first stage of securing the land which will allow us to expand our usable space.

In the short term, once the extra land is secured we will have options to re-allocate some boat racking to enable more efficient use of the current boathouse space whilst consideration of the next phase is planned and any required funding secured.

The treasurer will report later on our current funding position.

The Committee

I thank all those who have worked on the committee this year which has been a busy but successful year, particular thanks to Rachel Spruce our Captain who has to step down this year due to a busy home life and family commitments. I'm sure Rachel will continue in other ways helping the forward progress of the club.

The ethos of the club is to be open to all and the committee provides the framework we can all work with. It is not necessary to be on committee in a particular role, if you are interested in the general management of the club and wish to contribute in any way then please step forward as your efforts will be made welcome.

Paul Woowat



Junior Rowing report - What a season for GRC Juniors!

The 2017 regatta season resulted in wins across all age groups at the many competitions where we raced.

The ball started rolling following the bronze medal win at Oarsport 2017 for the J14 coxed quad – this meant we qualified and successfully trialled for the Junior Inter-Regional Regatta for the first time. The quad travelled to Nottingham on the same day as Hammersmith Regatta where the rest of the Juniors were racing and everyone was thrilled when the news came through that the J14s had won gold at the JIRR.

At the Ball Cup in May, GRC Juniors won the Victor Ludorum for the second year running with four golds, four silvers and a bronze.

Meanwhile at Hammersmith, Chiswick, Walton & Weybridge, Weybridge Ladies with numerous wins and heat wins, the enthusiasm for racing was building.

The next milestone for the Juniors was the National Schools Regatta at the end of May. Five crews were entered and all raced well despite difficult windy conditions at Dorney – ever heard of a windy Dorney? The J14s won bronze which was a tremendous achievement with another J14 crew reaching the A final of the B event .

The racing bug had truly arrived for all. Egham, TVP, Kingston, Molesey and Staines brought forth numerous wins in too many races to mention! If you would like to see all the detailed wins and pictures of Juniors with cups and medals galore, please visit the Junior website.

Knowing that it would be difficult to top the 2017 Regatta season, the Juniors were back with increased enthusiasm in September. Land and river training plus tissue conditioning continue with large numbers attending and a very popular hot Sunday lunch cooked by the parents – this has been most welcome during the cold weather.

The Juniors have raced at 4 heads and the results are very encouraging with 17 wins and medals and a huge number of top half placings. The introduction of 500m timings at training has had an impact and has only been possible with the superb support of the parents.

At the Junior Sculling Head we had 2 crews in the first quartile with a third just outside it. The best result was the J15 quad who came 5th out of 59 in their category.

This Saturday we have 5 crews trialling to represent our region at the Junior Inter Regional Regatta at Nottingham in April.

In January we had a visit from Dan Cooper , Assistant Coach with the GB Junior Programme and in his feedback I would like to highlight “Fantastic parental support”. We have an incredible team of



parents behind the scenes who organise bank support and lunch rotas, coaching and tissue conditioning plus numerous other things. How lucky we are to have this support!

The Juniors go from strength to strength – very many thanks to all who help all year round. And what makes the Juniors what it is? The kids and their enthusiasm!

GUILDFORD ROWING CLUB – TREASURERS REPORT

YEAR ENDING 31ST DECEMBER 2017

2017 saw reduced expenditure on equipment and Club development, along with a healthy membership number producing slightly increased subscription income and useful fund-raising by all sections of the Club. The Club made an operating surplus in the year of £20,327. The accounts are summarised in the table below. It should be noted that separate Regatta accounts are operated by Senior and Junior entries secretaries. They function without a float from the Club and are maintained with minimum balances as funds coming in are usually disbursed immediately on entry fees. Any surplus at the end of the season is expended on items of benefit to the respective squads.

Income

- **Subscription income** at £44,300 was slightly up on the previous year despite the nil increase in membership fees.
- **Membership on 31st December 2017 stood at:**
 - Senior members: 80 (71)
 - Junior members: 107 (110)
 - Coxswains: 12 (12)
 - Coaches: 15 (12) **TOTAL 248 (236)**
 - Adaptive: 14 (13)
 - Social and life: 20 (18)

(Dec 2016 figures in brackets)

There have been successful introduction to rowing courses for both seniors and juniors which have boosted year end membership numbers. Thank you to the coaches and organisers of these courses. Without the significant effort and dedication from these Club members the Club would begin to stagnate in numbers and activity.

- **Grants.** The Club received a grant from the Army adaptive rowing charity – Row2Recovery - which covered the cost of the new adaptive double scull, Invictus. Thank you to Robert Hall for securing this funding. It should be noted that the entire adaptive boat and equipment fleet has been funded by grants in this fashion.



- **Fundraising.** Through a range of activities including corporate days, second-hand kit sales, junior lunches and refreshments and general donations Club members raised just under £2,000 for which the Club is most grateful.
- **Social Functions.** The Spring Fling, Summer Party, Crew Supper and Christmas party produced an overall profit of £1,160.

Expenditure

- **Equipment purchase.** The Club acquired a new adaptive double scull (Invictus) and four pairs of sculling blades during the year. As mentioned above, Invictus was funded entirely by a grant from Row2Recovery. We had budgeted for a new double scull to augment Roger in the heavyweight range. That purchase was delayed and has been carried forward into the 2018 financial year.
- **Equipment maintenance.** Significant self-help has helped keep equipment maintenance costs down and below the 2016 figure. Many thanks to the Bosun, John Redmond, and others for their time, energy and patience in this role.
- **Repairs.** There has been a high incidence of damage during the year, much of which has been reclaimed through our insurers. In addition to the figure showing in the accounts, the Club was due an outstanding insurance claim at year end for just over £1,000 which has since been received. After allowing for this claim, over £1,000 in repairs or replacement of damaged equipment has been borne by the Club in 2017. Efforts have been made by all sections of the Club to improve boat handling and raise levels of care and attention. Please continue to exercise caution both on and off the river and act to reduce careless and needless damage.
- **Facilities Development.** Expenditure on Club development has been minimal due to the pause in activity. The expenditure has been on expert advice regarding charitable status and VAT liability.
- **Premises Maintenance.** Premises maintenance expenditure has now returned to normal levels after the landing stage repairs of 2016. The Committee are retaining significant funds in the budget for this year and future years to keep the premises operating whilst the development takes shape.
- **Electricity.** Electricity prices continue to rise. We opted for a fixed price tariff over the last 12 months which resulted in a £750 reduction in costs over 2016. We have also moved the immersion heater to the off-peak meter to see if we can reduce bills further.
- **Cleaning.** Due to increased usage and a desire to provide a better facility for members it was decided to get the clubhouse cleaned twice weekly. Cleaning costs have therefore doubled.

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 progress reported to the Committee throughout the year on a monthly basis.



Subscriptions proposals for 2018-19

The running costs of the Club in 2018 are expected to remain at similar levels to 2017. However, with external funding for sports-related projects uncertain and even unlikely, we must plan on financing any development from Club funds. The Committee therefore propose that in order to build up a useful fund for such development, subscriptions for the 2018-19 year should rise by approximately 5%. **Proposed subscriptions for 2018-19** (previous year in brackets) are therefore:

- Full membership £275 (£260)
- Junior/Student/Concessionary membership £190 (£180)
- Adaptive Senior £185 (£175)
- Adaptive Junior £65 (£60)
- Social/Coxswains/Coaches £20 (£20)
- Racking fee: inside storage £205 (£195)
- : outside storage £125 (£120)

2018 Budget and future budgets. Assuming membership levels continue as present and fund-raising occurs through a sponsored row in addition to routine activity the Club is projected to generate an operating surplus of approximately £10,000 in 2018. A sum of £50,000 has been ring-fenced for Club development and is invested in two interest bearing accounts to which any surplus, such as this sum, will be added as it becomes available. Major equipment purchases in future years may be postponed in order to allow a greater allocation of funds to development. This will be achieved by opting for refurbishment of equipment rather than replacement – this process has already begun.

Review of Accounts

The accounts have been reviewed by Mr Nick Brown ACA. I would like to thank Nick for his services. Nick has offered to review the accounts for 2018 and I propose that we accept his kind offer.

Danny Skillman Treasurer **March 2018**

Nick Brown Reviewer **March 2018**

Income and Expenditure		
-	2016	2017
INCOME	£	£
Subscriptions & Racking fees	42,844	44,300
Donations, Grants & Fundraising	10,229	8,455
Bar Profit	441 (20%)	417 (22%)
Social Functions	1,680	1,160
Rent from Wey Radio Club	500	500
TOTAL IN	55,695	55,184
EXPENDITURE		
Equipment Purchases	19,244	10,480



Facilities Development	7,840	1,700
Insurance	5,009	5,141
Equipment Maintenance	2,516	2,295
Equipment Repairs	648	2,254
Premises Maintenance	2,984	1,464
Licenses & Affiliation	3,030	2,810
Electricity	3,122	2,410
Cleaning	1,143	2,398
Water and business rates	732	1,456
Other*	3,493	2,449
TOTAL OUT	49,791	34,857
Surplus for year	5,934	20,327

Bank balance	67,411	87,882
Cash on hand	51	134
Bar stock	1,504	1,276

*Other	
Club database	641
Website annual fee and development	1200
Coaching expenses	62
Presentations	208
Pool hire (capsize drills)	172
Other	341
Total	2449