NRC MANAGEMENT COMMITTEE - Meeting Minutes

Date: Wednesday 20 November 2024
Time: 8:00pm
Venue: NRC Clubrooms

Attendees:
Members: Tony Crosbie, Kylie Johnson, Gilbert Robertson, Rachel Swarbrick
Apologies: n/a
Guest: n/a

Item #:	Discussion:	Action Points:
1.	Welcome / Committee re-opened new meeting The meeting started at 8:00pm after consultation with R.M.F Lawyers regarding the committee quorum. Graig Morice confirmed that the committee could continue with 4 members as a quorum even though the quorum was 4 ½ . The committee appointed Gilbert to chair the meeting.	
2.	Apologies No apologies.	
3.	Conflict of Interests No further conflicts of Interest added to the registrar. Kylie's conflict of interest was noted regarding coaches' contracts.	
4.	Confirmation of previous minutes *It was moved to accept the minutes of the previous meeting held on 9 October 2024 as true and correct.* *Moved/seconded: Gilbert/Tony* *Carried unanimously*	
4a.	Confirmation of previous "in committee" minutes *It was moved to accept the "in committee" minutes of the meeting held on 9 October 2024 as true and correct.* *Moved/seconded: Gilbert/Tony* *Carried unanimously*	
5.	Matters Arising/Tasklist	

	Decisions arising from the tasklist: *It was moved to accept the current task list, which was updated at the meeting. The committee agreed to only focus on prior tasks until the new members are appointed.* *Moved/seconded: Tony/Kylie* *Carried unanimously*	
6.	Ratify e-decisions No e-decisions have been made since the last committee meeting.	
7.	Chair Report Kevin submitted last month's report again. A Chair Report was not submitted for October.	
8.	Secretary Report Fiona emailed her report and it was taken as read. There were no questions. The following actions were agreed would be taken: ● The committee would like to acknowledge and thank Fiona Lulham for all her hard work and for her ongoing support until a replacement is found. ● An email is to be sent to the member concerned stating that the matter has been addressed. ● A workshop for the Masters was discussed, the committee decided to gauge interest and hold the workshop on Sunday 24 October as planned if there was an interest from members. *Tony moved that his report is accepted.* *Seconded: Kylie* *Carried unanimously*	AP
9.	Treasurer Report Tony's report was tabled as read. Gilbert to meet with Tony to streamline reporting formats. The new signatories process has been halted until new committee members are elected. ● A response will be sent to the member concerned in response to the trailer request. This will be added to the funding wishlist. ● Tony and Kylie to look at using a new app to help speed up the receipt billing process. ● Gilbert to be copied into transactions, Erin to approve transactions after becoming honorary member until new committee members are appointed. *Gilbert moved that his report is accepted.* *Seconded: Kylie* *Carried unanimously*	AP

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<tr><td>10.</td><td>Club Captain's Report
Kylie gave verbal report, main points were:
Bike racks have been installed, special thanks to Terry Bourke and Warren Amos for organising this.
New flow systems installed in the girls/boys showers, special thanks to Terry Bourke and Garth Trotter. Tony moved that Kylie’s verbal report is accepted.
Seconded: Gilbert
Carried unanimously </td><td>AP</td></tr>
<tr><td>11.</td><td>Health & Safety Report
Kylie provided a verbal report;
H&S check needs to be finalised
3 coaches have past their skippers course
On going maintenance to boats along side Dave.
Sophie to complete skippers course in coming months
3 incidents during the month, both lodged into spreadsheet. Collision in the harbour with a moored yacht, concussion during boat loading and ejecta crab during the novice regatta. and
Tony to contact the police to clarify the rules regarding the boat trailer/license Gilbert moved that Kylie’s verbal report is accepted.
Seconded: Tony
Carried unanimously </td><td>AP</td></tr>
<tr><td>12.</td><td>General Business
Two additional items were added at the beginning of the meeting, these were:
Feedback from the meeting with Tim
The member concerned’s complaint
College Workshop Feedback:
Great feedback on the College workshop, youth enjoyed the experience
There is a poster been made with the key values underpinning ‘Set the Standard’
Committee received some good feedback
Committee thanked Gilbert for his Mahi
Funding Wishlist:
The coastal boat trailer has been added to the funding wishlist.
Funding:

It was moved that the funding application for the double/pair be submitted.</td><td>AP</td></tr>
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	Moved/seconded: Gilbert/Tony *Carried unanimously* *It was moved that the grant for the coaches salaries be submitted.* *Moved/seconded: Gilbert/Tony* *Carried unanimously* Sponsorship & Fundraising Update: - Sponsorship update – defer to next meeting - Fundraising: planning needs to start for the erg-a-thon on the 18th January., Rachel to contact Fiona regarding last year's information and to liaise with Kylie. - Align our work to the existing Strategic Plan: Deferred Novice Regatta at Blenheim: - The young rowers learnt a lot - It was a positive learning experience for the novice rowers 150 yrs Celebration Labour Weekend 2026: - Deferred - Committee to discuss handover with Fiona /Brent to maybe help? Hosting South Island Masters Championship 2026: - Deferred Administration Contract: - Kylie to follow up with Rebbecca regarding her contract with NRC Feedback from meeting with Tim: - The committee needs a plan in place to deal with the next coach complaint swiftly. Coaches will slip up from time to time. - Need to review the code of conduct - Try to make it more holistic - Make it fit for purpose. The club has three codes of conduct, and needs to simplify them. This is a long term goal. - It's important that all club members and parents understand the complaints process and that it is confidential. - The committee needs to improve the communication around the outcome of complaints in a clear and timely manner. - Tony to have final talk with the member concerned about following procedure throughout the complaints process.	AP
13.	Workplan Koen and Kylie to debrief their respective LTR programs - Deferred	
14.	Date of next meeting	

	A date was set for the SGM to be held on the 5 December 2024 at the NRC clubrooms. Next Committee meeting: 7:00 pm Wednesday 11 December 2024 at Gilberts boardroom.	
15.	Close of meeting Gilbert called the meeting to a close at 9:24pm.	