NRC MANAGEMENT COMMITTEE - Meeting Minutes

Date: Wednesday 9 October 2024
Time: 7:00pm
Venue: NRC Clubrooms

Attendees:
Members: Kevin Strickland, Fiona Lulham, Tony Crosbie, Kylie Johnson, Tim Rogers, Gilbert Robertson, Rachel Swarbrick (via Teams)
Apologies: n/a
Guest: Roger Watts

Item #:	Discussion:	Action Points:
1.	Welcome Kevin welcomed everyone to the meeting which started at 7:05pm.	
1a.	Guest – Roger Watts - Roger was introduced to the new committee members. - Showed committee example of women's shoes for rowing boats, adjustable from the heal. Contact Roger for suppliers contact details if club is interested. Cost less than current brand. - Voiced concern about Suzanne's email about rescinding the membership of two members last season. Didn't feel the reasons given in the email were listed in the club's constitution and was therefore concerned about the validity. The committee assured Roger that the reasons were that the members "acted in a way which was detrimental to the club"	
2.	Apologies No apologies. Full house.	
3.	Conflict of Interests No conflicts of Interest with respect to the agenda were noted.	
4.	Confirmation of previous minutes *It was moved to accept the minutes of the previous meeting held on 4 September 2024 as true and correct.* *Moved/seconded: Kylie/Tony* *Carried unanimously*	

4a.	Confirmation of previous "in committee" minutes *It was moved to accept the "in committee" minutes of the meeting held on 4 September 2024 as true and correct.* *Moved/seconded: Kylie/Tony* *Carried unanimously* It was agreed to move "into committee" at 7:28pm to discuss the action list from the minutes was discussed. It was agreed to move "out of committee" at 7:42pm.	
4b.	Confirmation of minutes of SGM *It was moved to accept the minutes of the Special General Meeting, held on 12 September 2024 as true and correct.* *Moved/seconded: Tony/Rachel* *Carried unanimously*	
5.	Matters Arising/Tasklist See attached. Decisions arising from the tasklist: *It was moved to approve the minutes of the Annual General Meeting held on 28 August 2024 as true and correct. The minutes will be accepted at the 2025 AGM.* *Moved/seconded: Kylie/Tim* *Carried unanimously*	
6.	Ratify e-decisions No e-decisions were made since the last committee meeting.	
7.	Chair Report Kevin tabled his report as read and noted the following: • Sea Scouts project to use their hall for our ergs is on hold for the moment.	
8.	Secretary Report Fiona tabled her report as read. There were no questions. The following actions were agreed would be taken: • Tony to respond to correspondence received from Josh Hannen. • A new Masters WhatsApp group will be set up at the end of October for 2024/25 to encourage Masters to sign up for new rowing year. • Funding wishlist moved to GB	AP AP
9.	Treasurer Report Tony's report was tabled as read. Discussion around payment of expenses. Agreed that where possible, the club's credit cards should be used to avoid having to set up reimbursement payments, which cannot always be done straight away.	

	Need to organise new signatories. *Tony moved that his report is accepted.* *Seconded: Fiona* *Carried unanimously*	AP
10.	Club Captains Report Kylie's report was taken as read. Kylie asked if there were any questions. - Dave's work is mainly for rigger damage. The new 8s racks have made a big difference in decreasing the amount of damage. - Kevin to suggest solution to boat damage. - Need new fridge/freezer or upright freezer for clubrooms, and fridge for Rotoroa Lodge. Suggest fb post or message to membership (how you can help the club?) - Warren, Terry and Dale have recently been up to the Lodge to get it ready for upcoming camps. Next project is the removal of the old water tank and installation of a new one (approx. 10,000L) *Kylie moved that her report is accepted.* *Seconded: Gilbert* *Carried unanimously*	AP
11.	Health & Safety Report Tim R provided a verbal report. - 2 recent incidents involving operator error on the Wintech. - The club needs to look at how to handle equipment/what is acceptable or not acceptable; procedures around this; H&S culture overall. - Fire inspection – all fire extinguishers recently passed although the Wintech fire extinguisher wasn't in the boat and the extinguishers in Pub Charity and Myles won't pass next year. Suggestion is that when they expire, the club should buy better ones. - Tim to do: Carry out a Safety Equipment Audit at the start of the season. Terry is on board with this to be scheduled pre-season. - Tim will also draft a H&S Policy (restructuring the current policy into a short overarching policy with schedules/procedures sitting underneath). - Will include Driver/Towing Policy	AP AP
12.	General Business Funding Wishlist: - Kylie presented an updated funding wishlist. It was agreed to make a start on the 2024/25 projects. Sponsorship & Fundraising Update: - Sponsorship update – Rachel presented sponsorship program that's been uploaded to Shared Drive. Up for discussion is	

	what we can offer our sponsors (space on balcony, sponsored marquee). - Discussed sponsorship community which could include members within the club, marina businesses, investment companies, bequest companies. - Actions: committee to provide feedback to Rachel; Kevin to check if we can put signage on the building - Fundraising ideas: erg-a-thon, corporate 8s, quiz night and movie night. Agreed that it's difficult to incorporate big fundraisers early into the calendar when season is underway. Look at quiz night for next September. Erg-a-thon in January a possibility. Strategic Plan: - Agreed to survey the membership to gather further information. - Agreed on a stand-alone session, 9-12noon, Saturday 9 November at Gilbert's office. Police Vetting Process: - Rebecca Greig has put together a police vetting policy. Committee agreed and added highlighted changes. Fiona to reply to Rebecca. Parent Information Evening: - Agreed to hold it at 5:30pm Wednesday 16 November in the clubrooms.	AP AP AP
13.	Workplan Koen and Kylie to debrief their respective LTR programs.	
14.	Date of next meeting Strategic Planning Meeting: 9:00am-12noon Saturday 9 November 2024 at Gilbert's office Next Committee meeting: 7:00pm Wednesday 13 November 2024 in the NRC Clubrooms	
15.	Close of meeting Kevin called the meeting to a close at 9:50pm.	