



NRC MANAGEMENT COMMITTEE - Meeting Minutes

Date: 10th December 2024
Time: 7pm
Venue: The boardroom of BDO Marlborough Tasman

Committee:

	President
Tony Crosbie	Treasurer
Kylie Johnson	Club Captain
Fiona Jones	Secretary
Anita Stanbridge	Health and Safety Officer
Gilbert Robertson	Committee member
Rachel Swarbrick	Committee member

Item #:	Item:	Owner:
1.	Welcome	Chair Gilbert
2.	Apologies No Apologies	
3.	Conflict of Interests Kylie - Coach/captain left room for coach discussion - <i>Declare any conflicts with respect to the agenda, if any</i>	
4.	Confirmation of previous minutes, 20 November - First meeting – Minutes reviewed and <i>Moved/seconded: Tony/Rachel Carried unanimously</i>	
4a.	Confirmation of previous minutes, 20 November - 2nd meeting – Minutes reviewed <i>Moved/seconded: Tony/Rachel Carried unanimously</i>	
5.	Matters Arising & Tasks – in shared folder (Master list also shared) Task list was reviewed and updated with additional tasks and priorities set. <i>Moved/seconded: Tony/Rachel Carried unanimously</i>	Committee
7.	Chair Report – Currently No Chairman	
8.	Secretary Report – Second Day with access to secretary account. Things to do respond to email re coastal rowing, and respond to guest requests for joining the club for a outing. Police checks received and filed no	Fiona

	further action required. <i>Moved/seconded: Gilbert/Tonyl Carried unanimously</i>	
9.	Treasurer Report – emailed to committee - report reviewed and accepted. Fiona Jones will be added as signatory Erin McNary and Suzanne Hannen will be removed. <i>Moved/seconded: Gilbert/Rachel Carried unanimously</i>	Tony
10.	Club Captains Report – emailed to committee. Dave P continued engagement to fix ongoing holes identified in the skiffs. The following boats have been repaired this month - Babbage - Tahunanui - Mincher - NP - RC - Sellers - Maitai Jack Colin is being stored off site at Bed Bath and Beyond Building. To be swapped with David Reid following Otago Champs. Boat set ups continue to be updated by the coaching team as required. Oars New stickers for blades required - need to order from sign righting place before they go to a regatta. Two oars require repair (green and Yellow/White). Both being sent to Crocker. Trailers New Trailer awaiting sign writing. Tyre pressure to be checked on both trailers this week. <i>Moved/seconded: Gilbert/Rachel Carried unanimously</i>	Kylie
11.	Health & Safety Report – Reported Incidents (Summary - refer to Spreadsheet Nelson Rowing Club Incident Form (Response)s) ● Near miss on water between Novice Four and senior fours due to location of turning novice crew - Coach to remember to be observant. ● Damage, TB was placed on dumps by senior girls and in the process the rudder and fin were bent due to placement on the dump. Rowers were reminded to check when lowering a boat. ● Near miss Emily and KJ on water and realised all of a sudden the bung had come loose	Anita

	in PC. Boat was put into gear to keep moving whilst the bung was reinstalled. Found out there was no bailer in the PC. Bailer replaced and reminder given to rowers about putting bung in prior to launching. Safety Gear Log - Update Nelson Rowing Club - Safety Gear Log • Life Jacket condition audit required - to be completed over the break • New Eperb to be purchased prior to Summer Camps as the old one is now expired - Will confirm with Club Captain on where to purchase etc. • Need to add safety lights to safety gear log <i>Moved/seconded: Gilbert/Rachel Carried unanimously</i>	
12.	General Business: - Report on Masters Workshop-Gilbert - Masters engaged with the process a discussion on having a representative to discuss Masters pathways and events to meet with club captain who will report back to the committee. February potential organsie a next steps - Action Anita to speak with Masters about a representative Gilbert to organise a date in Feb for next steps - Fundraising update - Rachel Fee and Rachel are organizing the Ergathon on the 25th January. We need to start promoting. Action Kylie to confirm who in the club will be attending. Rachel and Fee to confirm venue Fiona and promote in monthly newsletter - Funding application to NZCT coaches wages Waiting for contracts to be returned then will be submitted. - Coaches contracts As above Please note Kylie stepped out for this section of the meeting. action: Tony to speak with Bob. - Marlborough Champs update Kylie updated us NRC came second it was a good learning event for the novices. A few boats damaged from other clubs errors. Change in	Anita Kylie Rachel and Fee Fiona

	timetable on the Sunday was challenging and some events scratched due to no time and no boat availability - 150 yrs Celebration Labour Weekend 2026 This was discussion was deferred until January. A sub organisation committee needs to be appointed and we need to confirm who that is. Action: Committee to discuss with members - Hosting South Island Masters Championship 2026 Same as above deferred until next meeting - Aligning our work to the existing Strategic Plan Strategic plan to be reviewed by the committee to discuss at next meeting. Rebeccas monthly report raised the question of Vet checks and we agreed that the Police Vetting Process Rebecca emailed is fine and Fiona to email Rebecca confirming this. - Review of memberships - Any members that need to be reviewed? None payment of a few members led to a discussion on a way to support families. - Action Gilbert to speak with Rutherford Rotary - Consitution needs to be completed by next AGM - Action Tony to give to Yvanca to review	\Committee Fiona Gilbert Tony
14.	Date of next meeting: time and date to be confirmed, 14 January 2024	
15.	Close of meeting	