

Nairn Coastal Rowing Club – Committee Meeting Agenda

Boathouse

Wednesday 30 July 2025, 7pm

Present: Alison, Dot, John Ashford, Kirsty, Laura, Nick, Sally M, Sally W

Apologies: Bob, Catriona, Matt,

Review Actions from previous meeting:

Sally M	Find out if the old trailer has some scrap metal value.	£100 per ton at HRL 3-5 Carsegate Inverness - wheels need to be removed. Will keep the wheels as spares.
Laura	Discuss with Kay and Stella about using Sum up for kit orders.	Touched base with Kay, she is supportive of using the online shop for kit orders. Will discuss in detail after the Worlds.
Matt	Research both small Gift Aid donations and regular Gift Aid donations.	Ongoing
Matt Catriona Alison	Matt will check building insurance concerning fire alarm checks. Catriona will write instructions for regularly testing the fire alarm and resetting. Alison will arrange for the fire extinguishers to be checked and arrange a time in the autumn for an evening to check the life jackets etc.	Complete. Insurance requires fire extinguishers to be checked. Agreed that Alison will organise this to be done by the same people who service the church.
Laura	Contact the Sailing Club about the possibility of hiring the club for a Post Worlds social evening.	Complete. 2 August Findhorn Invited. £70 hire, Mairi arranging raffle.
Sally W	Email John Ashford to get list of assets and add these to the Google Drive.	Complete. John has emailed these to club email.

Matters Arising:

OSCR Online Portal - currently still registered to Sally M's email. Action for Sally M to add the treasurer email address as a charity user.

<https://www.oscr.org.uk/managing-a-charity/annual-reporting/how-to-use-oscr-online-to-submit-an-online-annual-return/manage-charity-users/>

Membership Update:

Club is processing 2 new members

Come and try day organised for Sunday 10 August (6 prospective members)

Treasurer Report:

Account Balance: £7,548.50 / Savings Balance: £10,081.20

No change to how we accept voluntary donations (cash and bank transfer). Matt looking into gift aid and the small donations scheme. No proposals to change the process at this stage.

Boat Maintenance & Kit:

New Boat trailer: Sally W has obtained quotes from Mersea (Colchester) and Ashton Marine (Glasgow). Ashton Marine are a Scottish outlet of Mersea and their orders come from Mersea in Colchester. Mersea cost: £1984 incl VAT, Ashton cost: £2200 incl VAT (delivery extra). Unanimous agreement - decision made to progress with Mersea Quote - the trailer can be delivered directly to Nairn when Mersea has a full load coming north. Action for Sally W to progress and forward invoice to the treasurer as per the expenses procedure.

Trailer storage: No success in obtaining storage space at sailing club or kayak club yard. Action to look into other options - Barrow Campsite (Alison), Jenny Buchan Findhorn (Dot), Balmakeith Ind Est (Laura).

Health & Safety:

John Ashford has updated the assets list and maintenance schedule in July 2025. Email copies sent to the club email, Action for Laura to save these in the Google Drive.

Sally W and Catriona will work with Jeanette to ensure that the club keep these up to date and improve our current way of working i.e. maintenance schedule to be visible in the boat shed and maintenance recorded / scheduled on a rolling basis. Action for all with useful asset information to share this with the club. Action to create an asset list for the meeting room of the boat shed.

Regattas / Social events:

Club Social Evening - 2 August - Will be held at the sailing club from 7pm. Mairi organising raffle with cash collected will be transferred to the club account - Mairi to contact Matt via treasurer email with amount. Sailing club will invoice via the treasurer email for payment (£70).

Lossiemouth Mini Regatta - 9 August. We are entering a team but don't have enough rowers for all races. May be able to borrow a boat. Dot organising.

Strathpeffer Regatta - 23 August. We have a place confirmed. 14 rowers have expressed interest, likely that we will combine forces with Lossiemouth rowers.

Cromarty - 30 August. Regatta is fully subscribed. Nairn on a waiting list.

Monster of the Loch - private event, no club funding for participants but use of boat and trailer will be given. Action to put a message in the group to see if anyone wants to do it.

AOB:

Access to club calender is still causing people problems for people booking rows. Further discussion about use of BrownBear vs Spond and it was agreed that BrownBear has better functionality for what we need overall and it is used by many other clubs. Acknowledge that it's not great on a mobile device. Action for Laura to send round a survey to understand what the particular issues are and how it can be improved. Feedback will be sent to BrownBear to work on improving usability.

Harbour Clean - Monday 11 August. Green Hive are hosting a beach clean at 13:00. They have agreed to extend this to the harbour, they will be provide bags etc. Action to let club know this is happening. Action for Laura to look into where waste vegetation can go.

Small Gazebo is currently leaking, decision that we will look into getting the roof replaced. Action for Kirsty to look into this.

Nairn Regatta 2026 - need to start planning this now. Action for Laura to poll the club to see if we want a regatta and who would be willing to be on the committee.

Club needs to address the balance of row types. Decision that when a regatta is happening, the open row will be moved to the Sunday. Action for Mairi to communicate this to Neil. Decision that development rows and cox pathway development should be added back into the calendar on a monthly basis with the aim of keeping this up as a rolling programme. Action for Sally W to discuss with lead coxes and invite them to the next committee meeting if useful.

Date of the next meeting: Wednesday 27 August, 7pm Boatshed

The meeting ended at 8.30pm.

Actions:

Start	Who	What	Complete?
28/3/25	Everyone (Laura to coordinate)	Complete Trustee Declaration Form. Hard copy to secretaries.	Complete.
28/3/25	Dot	Agree new wording around Voluntary Donations from calendar.	Wait until after trial of SPOND
28/3/25	Matt	Set up new account signatories (Matt, Dot, Bob, Sally M) 30/4/25 – also Nick UPDATE: 25/6/25 - check with bank to see who has access to the account. (Complete)	In progress. Update 4/8/25 - Nick now added. Dot pending.
28/3/25	Laura	Update intro pack for new members.	In progress.

		UPDATE 28/5: Sally W shared docs with Laura to be updated.	Update 4/8: Format of Expenses, Complaints, Code of Ethics and Privacy Notice updated to be consistent and now include SCIO ref. All saved on club G-Drive.
28/3/25	Alison	Find someone to manage club website and online shop. UPDATE 28/5: Contact Victoria Parodi as per note above.	Ongoing
30/4/25	Kirsty and Everyone	Set up a SPOND account and trial it	Complete. Remaining with BrownBear for now but will try and improve mobile usability.
28/5/25	Sally W	Research options for replacing the road and launch trolley for Esther.	In progress Unanimous agreement that we will move forward with Mersea quote.
28/5/25	Alison/ Laura	Contact Sailing club for possible trolley storage in Dinghy yard.	Complete - will research other options as kayak and sailing club not viable.
30/07/2025	Sally M	Add the treasurer email to the OSCR online portal as a Charity User. https://www.oscr.org.uk/managing-a-charity/annual-reporting/how-to-use-oscr-online-to-submit-an-online-annual-return/manage-charity-users/	In progress.
30/07/2025	Sally W	Progress with Mersea Quote for new trailer. All invoicing should be sent to the treasurer email.	
30/07/2025	Alison / Dot / Laura	Explore trailer storage options.	Laura - contacted STOCO storage 4/8/25.
30/07/2025	Sally W / Catriona	Work with Jeanette on the Health and Safety and Maintenance Schedule. Create an asset list of the boat shed meeting room.	
30/07/2025	Laura	Send round poll for Nairn regatta support	Complete - sent 31/7 20+ members supportive of a regatta.
30/07/2025	Laura	Create survey to try and improve use of the club calendar for booking rows.	
30/07/2025	Kirsty	Look into fixing or replacing the small gazebo.	In progress

30/07/2025	Mairi	Contact Neil to ensure open rows are moved to Sundays when there is a regatta.	
30/07/2025	Sally W	Contact lead coxes to set up development days on a monthly basis with a rolling development and improvement programme.	