**Nairn Coastal Rowing Club. Trustees Meeting**

Meeting Minutes

Venue: Waverley Lodge. Date: 29th May 2019 @1930Hrs

Attendees Other Individual References

Bill Wright (BW) NCRC Rowing (Admin)

Bob Fereneth (BF) NCRC Membership (MembSec)

Matt Hilton (MH) Robbie Gordon (RG)

Ian Addison (IA) John Ashford (JA)

Jimmy Young (JY) David Brownless (DB)

 David Matthews (DM)

 Jenny Boyle (JB)

Apologies from David Brownless, and NCRC Admin.

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| **Item** | **Subject** | **Action By** | **Date** |
| 1. | MOM to be recorded by BW, other attendees to review, and comment within 24hrsMOM published by 8th June | TrusteesAdmin | 2nd June 198th June19 |
| 2a | Current Financial SituationRBS: £1600 Grant Money £500 Bank of Scotland £515**Total £2615** | Info | Info |
| 2b | Plan to consolidate banking with Bank of ScotlandIt was decided to leave at least £200 in RBS until arrangement to change SO to Council for Viewfield achieved.BW to transfer £1500 to B of S from RBS (DONE 30/05/19)IA to pick up Cheque Books etc from MH | BWIA/MH | 31st May31st May |
| 2c | Imminent Expenditure Items; (Already committed)Balance for Esther’s cover £280Membership Expenditure Reimbursement. £200 (Approx)[BF/BW/Gail Duff & Martin Lugg]NB: Situation regarding Towing Fuel reimbursement to be clarifiedKayak Club Invoice £ 50New bailing pump to be purchased £40 (Approx)Total **Approx £570** in coming month. | BFBF | 8th June8th June |
| 2d | Short term expenditure decisions to be made, for example;Cushions for Esther £274Timber for oars £380Emergency Kit Standardisation. £100 (Est)Team Tabards etc; £100 ( Est)Total **Approx £854** in next three monthsThese to be prioritised by rowing committeeInventory of kit for both boats to be carried out | Admin | 15th June |
| 2e | Next big expenditure items in sight.Compound LegalCompound PlanningTotal Estimate **£1200** | Info | Info |
| 2f | Annual Running Cost BudgetThere is a need for a good estimate for normal state annual running cost. For early identification of any shortfall and possible application for regular sponsor. Also to demonstrate to membership outgoings and need for any increases in membership, or charge per row income.To consider; Insurance, room rental, compound rental, SCRA dues, maintenance and wear and tear.Long discussion on meeting room venues and costs, NSC to be lobbied to see if any reduction possible in their charge. Other venues to be considered with reducing cost in mind | IABW/RG | June 15thJune 15th |
| 3 | 2018 Accounts for submission to SCOMH to pass on final approved accounts to IAIA to submit to Scottish Charity organization | MHIA | June 8thJune 15th |
| 4a | Latest Paid Up Membership FiguresMembSec confirmed we now have 41 paid up members inc two life members. | Info | Info |
| 4b | Membership RecruitmentIt was agreed this was a priority, note at time of meeting taster sessions being run for potential new members | Info | Info |
| 5 | Update on application for Boat YardE Mail received today from Liz Cowie, Nairn ward Mgr. She is still waiting council legal advice.BW to keep on top of chasing approval, and keep Trustees informed of progress, cautioned not to be too impatient.*Post Meeting (30th) Email. To Me from Liz Cowie**“I have met with Sara Murdoch and as a result of our conversation on the next steps I would advise as follows.** *The consultation process did not draw any objections and Members supported the lease.*
* *Given that this is the first consultation on a Common Good property matter since the Community Empowerment Act requirements came into being, unfortunately processes will take a little longer.*
* *But what we can confirm is that following the consultation outcomes, in order to proceed toward a lease for the Rowing Club, it will be necessary to go the Sherriff Court to seek their consent as the land in question is considered to be inalienable.*
* *Unfortunately as already advised this could take some time – as much as 6 months.  We have no control over the court timings and processes.  We can only hope it will be sooner than that.*
* *However you could consider looking into the requirements of planning now and prepare for an application.*
* *There will also be costs associated with all of this.*

*Sorry I cannot give you any further timescales but given the framework of the CEA and the requirements regarding Common Good land we have to follow this process.”* | BW | June 15th |
| 6a | Future Funding – Membership Pay to row? Follow on from discussions about charging members for each rowing session to keep up NCRC funding.Long debate. It was felt that in order to persuade members of the need for this a running cost budget should be circulated.Also suggested that we could try it for one year to build up funds. Possible item for EGM.Fund raising eventsVarious options discussed, Membership to take up champion for specific ideas.Coffee Morning, Quiz Night, Bingo, Raffles, Treasure Hunt,etc;Club Calendar for 2020, a calendar with relevant photographs suggested with tidal data on. Suitable photos to be collated by JA subject to his agreement.BW to check copyright issue on tide tables | InfoAll MembersAll & JABW | InfoOct 1stOct 1st |
| 6b | Future Funding – TrusteesBig Grants, such as Lottery and Davidson. It was felt that providing a detailed meaningful project was proposed funding would be available. E.g; Compound and CabinLong term annual running cost sponsors to be sought. DB to follow up on Airport Management. | BFDB | Aug 15thJune 15th |
| 7 | Boat Yard and CompoundShare with membership the proposal. Arrange presentation and discussion with Rowing Committee.Seek membership thoughts on cabin layout proposed for boat yardCreate budget proposal for funding requests. Existing budget to be reviewed and updated.Create realistic schedule and identify help required.Polytunnel for winter maintenance to be factored inA series of A1 size Drgs to be produced to illustrate proposal | BWIA/BW/BFBWMH | July1stJuly 1stJuly1stJune 15th |
| 8a | Modifications to oarsRecent modification to an oar to be testedPOST MEETING NOTE: Trial of webbing arrangement for Thole pin carried out, modifications required.It was suggested each individual oar have an identification number to track problems | BFBF/JA/BW | June 15thJuly1st |
| 8b | Construction of new oarsThe recent Ullapool regatta threw up some ideas regarding the design of oars. BF to consult RG and to put suggestion to Admin for comment and actionTimber to be sourcedCanterbridge College to be approached for interest in constructing oars. | BF /RGBW/JYBW | July 1stJuly 15thJuly 15th |
| 8c | Touch up painting and varnishingIt is becoming noticeable that Dulsie is looking in need of internal touch up painting. Suggested that in any upcoming three day dry spell Dulsie taken out of service for touch up painting | BF | June/July |
| 8d | Viewfield activityBoth rooms in Viewfield need good tidying and possibly preparing for oar construction.Any personal power & hand tools to be reclaimed by owners otherwise if not of any use to ncrc they will be disposed of.Gas Bottles to be removed | MembersMH | July June 15th |
| 8e | Disposal of surplus boat kitThe boat frames etc to be disposed of to eventually clear the end Viewfield room and DM workshop. It was suggested Scottish Coastal Rowing Association be approached for any takers | BW | July1st |
| 9 | Do we call a half year EGM ?Are there enough issues around to justify calling an EGMIt was felt that it probably was a good idea, in particular to get membership buy in on proposed Compound/Cabin expenditure, Pay to Row, and general organizational issues | BW | July/Aug |
| 10 | Future EventsParticipation in SCRA events to be subject to Rowing committee approval. Admin to check with membership if there is an interest in entering annual raft race. | InfoAdmin | InfoJuly 1st |
| 11 | Lost radio at Ullapool. RG to be approached with a view to Club paying for this, not Robbie | BF | June 7th |
| 12 | Insurance for boats to be upgraded | IA | June 15th |
| 13 | Ardesier Boat Club to be approached for a form of official transfer of ownership of Esther to NCRCIt was suggested that ABC be sent a transfer template | BW | June 15th |
| 14 | Club GDPR policy to be produced, BF offered template from Bowling Club.Jenny Boyle to be requested to modify it to suit NCRC | BFJB | June 15thJuly1st |
| 15 | BF presented an article on NCRC by TESCO for their house magazine, some modifications suggested | Info | Info |
| 16 | Magic Grant Fund. Our subscription of £95 pa to be transferred to BofS | BF | June 7th |
| 17 | Webmail addresses to be checked for mail, Bosun & Membership. | IA/BF | June 7th |

Recorded by Bill Wright Approved by all attendees. 31st May.2019