

St Andrew Boat Club

Trustee Board Meeting – Minutes

Date Thursday 05 April 2018

Venue Rutland Square, Edinburgh



Established 1846

Present	<i>Name</i>	<i>Role</i>
	Sarah Whitley (SJMW)	President
	Lindsay Flockhart (LF)	Captain
	Iain Wilson (IJW)	Secretary
		Treasurer
	Robert Robertson (RR)	Development Officer
		Fund Raising Officer
	Beverley Pearson (BP)	Trustee
		Trustee
In attendance		Men's Vice Captain
		Women's Vice Captain
	Tom Duke (TD)	Junior Co-ordinator
Apologies for absence	Will Hean, Graham Butler, Catriona Duke, Ben Ferguson	
Start	The meeting started at 1935h.	
Minutes of previous meeting	The Board noted that, contrary to the draft Minutes, Beverley Pearso did attend the previous meeting. With that proviso, the Board agreed that the Minutes of the previous meeting were a true and accurate reflection of that meeting. The Board adopted the Minutes of the previous meeting.	
Finance	LF had previously circulated draft accounts. All to be finalised before approval and submission. Noted that the Club has paid GWCBC £3500= for a Stampfli 2-/x. Electrics (in boats etc) – approved expenditure in accordance with Ben Ferguson's report. The small trailer needs servicing. Approved to go ahead with Warren Crombie. IJW to progress.	
Governance	Need to check communications to/from OSCR which are presently being sent to the sabc.treasurer email address (position currently vacant). LF needs to obtain login details so he can check.	
Safety and welfare	Adam Hardie (Scottish Rowing East of Scotland representative) will arrange for SJMW to meet with Scottish Canals to discuss cycling versus rowing safety issues.	
Junior rowing	No report. Business as usual with positive progress and outlook.	
Senior rowing	No report for top groups. Business as usual with positive progress and outlook. Evident need to look at coaching structure for groups 2 and 3; allied to a need to bring-in additional coaching help. Also, there are (apparently) conflicting techniques and styles being coached between group 3 and the top 2 groups.	

Boathouse	WH is liaising with GLM Architects. Issues yet to be resolved include that of VAT implications (no VAT due on new-build but is payable on refurbishments). WH's current discussions relate to bringing costs "...down to something realistic". RR wants to do the whole job for <£400 000=. According to the Club's lawyers, the lease with CoEC should be signed by 20 April 2018.
Fleet and facilities	<p>We have a trailer at Strathclyde Park used for racking boats at that facility. Owing to uncertainties relating to longer-term specific situation of our racking at the Park, it was resolved to postpone building any semi-permanent racking and continue to use the trailer as such. It was agreed to ask Cary McMahon to make covers for boats stored at the Park, with priority manufacture for covers for Hugh McGoldrick and Graham Duffy.</p> <p>Seek to appoint a Fleet Manager to take ownership of fleet and administer and delegate repairs and maintenance. Suggest: Neil Macfarlane.</p>
Website / Communications	<p>LF has delegated to Flora Dix the responsibility to liaise with David Heriot regarding the new website.</p> <p>Terms of Reference require to be prepared and agreed for the Marketing sub-committee (Susan Branigan, Flora Dix, Becca Scott).</p> <p>A draft marketing handbook is prepared and ready for review.</p>
Social	Consider awarding trophies at the annual dinner, as the Club was accustomed to doing historically
AOCB	The Club will need an information security policy from 25 May 2018, compliant with GDPR. TD to action.
50-Club	Postponed.