



Drummoyne Rowing Club Inc.

ABN: 32 098 220 083

Drummoyne Rowing Club - Committee Meeting Minutes

DATE: Wednesday October 4, 2023

TIME: 6:30pm

DRC Clubhouse, 461 Henley Marine Dr, Drummoyne NSW 2047

Attendees: Stephen Burke, Alex Warner, Lucian John, Kit Shanahan, Bianca Riley, Katrina Brangwin, Stuart Fredriksson, Istvan Nemeth, Charlotte Huntley (via zoom)

1.0 Meeting opening

1.1 Apologies - Antony Matthews

1.2 Conflict of interest declarations - Istvan Nemeth - Bont Rowing

1.3 Previous minutes

1.3.1 Confirmation of September minutes - approved by Katrina Brangwin; seconded Bianca Riley

1.3.2 Matters arising/review action list

- Aqua Luna still not sent invoice for rent; Kit recommended we try to get meeting with AL scheduled and this resolved before sending payment without invoice; all agreed but with deadline of Nov Committee meeting, otherwise Kit to pay
- Memorabilia from storage - Bianca, Stuart and Alex to do audit and identify what should be kept; displayed; restored; disposed etc
- Steve to follow up with North Shore re visiting their Club to see and learn more about their new pontoon; costs; funding; process etc
- Committee to review and update action list regularly

2.0 Matters for decision

2.1 Annual Planning Session: Date to be agreed

2.1.1 Katrina to circulate Doodle poll for avails; aim to have done before end Nov; about 3 hrs required

2.1.2 Planning agenda to include fleet review; coaching; pontoon upgrade and lease negotiations amongst other matters aligned to Strategic Plan

3.0 Reports: office bearers and sub-committee reports

3.1 President's report

3.1.1 **Committee training and skills development** - [Game Plan](#)

3.1.1.1 Committee to review "Game Plan" and provide feedback

3.1.2 [Infrastructure Grants](#) - Sport and Recreation NSW



Drummoynes Rowing Club Inc.

ABN: 32 098 220 083

3.1.2.1 Committee to review and provide feedback

3.1.3 Rowing Australia National Integrity Framework/DRC requirements

3.1.3.1 Katrina to share latest communication from Rowing Australia re the NIF with Committee

3.1.3.2 DRC Committee has previously endorsed the NIF

3.1.3.3 DRC website and policies will need to be reviewed in relation to the NIF to ensure aligns and this will need to be communicated to members

3.1.3.4 All Committee members should have WWCC - Bianca to circulate WWCC form for those who do not already have this

3.1.3.5 Kathleen Hextell nearing completion of the Member Protection Officer training so she can be DRC's MPIO

3.1.4 **Bay Clubs** - Steve to get in contact with Presidents of Bay Club to initiate re-starting regular Bay Clubs meeting

3.2 Finance/treasurer's report

3.2.1 \$54,500 in negative as race fees/subs not in

3.2.2 trading income flat

3.2.3 expenses: \$55,000 - biggest expenses this month: insurance (\$13,700); coaching; local regatta expenses

3.2.4 member fee invoices to go out before end of October

3.2.5 MSC to email Cox/Coaches to confirm their intention to renew membership and continue regularly cox/coaching for DRC as part of the membership requirements

3.3 Captain's report (operations)

3.3.1 Alex taking leave from next Tuesday for surgical procedure; will have some physical limitations for 2 weeks; Lu been briefed on current priorities;

3.3.2 Lu and Alex going to Eurpocar next week to set him up on account

3.3.3 Spring regatta - low entries currently; decision to be made on Sunday afternoon on whether will hire ute/take trailer based on entries; possibility of making alternative arrangements with another club

3.3.4 Lu getting a heavy vehicle license; happy to be additional driver



Drumoyne Rowing Club Inc.

ABN: 32 098 220 083

- 3.3.5 Agreed we need to broaden pool of trailer drivers - Alex to consider plan
- 3.3.6 Shoalhaven - anticipating 3-4 eights and a quad; will be taking DRC trailer
- 3.3.7 Captains Crew - hit ground running; WhatsApp set up;
- 3.3.8 Andrew Patterson now manages fuel and tinnies and other jobs that require him to make purchases on behalf of Club. Alex moved that Andrew be approved to hold a DRC Debit Card to manage these purchases. Lucian John to also be approved to hold a DRC Debit Card.
 - 3.3.8.1 Kitrina Shanahan (Treasurer) approved
 - 3.3.8.2 Seconded by Katrina Brangwin (Secretary)
- 3.3.9 Alex also keen to explore grant opportunities for small safety investments eg hand rails; yellow strips etc

3.4 Membership sub-committee report

- 3.4.1 Member applications - Cam Rennie; new Opens member - APPROVED
- 3.4.2 Greg Marrott - advised not renewing membership due to health; Katrina proposed that we offer 23/24 Supporter Membership as an acknowledgement of his many years of service to the Club and Committee so he remains connected to Club - APPROVED
- 3.4.3 DRC Xmas Party - Charlotte to liaise with Rowena on costs to determine fair charge to members to cover food & beverage costs; Date agreed Dec 9 at 4pm
- 3.4.4 Charlotte agreed to join the MSC; Katrina to connect with rest of Committee

3.5 Health and Safety sub-committee report

- 3.5.1 no meeting last month as members away; need to confirm if Gary will remain Chair of HS&E committee

3.6 Grants

- 3.6.1 Stronger Communities Grant Update - Katrina spoke to Sally Sitou's office who endorsed request for variation but advised needed to be approved through Dept of Infrastructure & Planning; following discussion with Dept, Katrina to manage request variation via grant portal



Drummoynes Rowing Club Inc.

ABN: 32 098 220 083

4.0 General business

4.1 Twilight Row - Oct 6

- 4.1.1 16 people registered to date
- 4.1.2 Lu and Kathleen avail to drive tinnies;
- 4.1.3 Katrina to send reminder with details

4.2 Coaching Plan Update

- 4.2.1 Katrina tabled outlines for LTR, novice and intermediate sculling squad programs for Committee review; Laura Briennesse (ex Head Coach of Tara; now DRC member) to coach and administer LTR and Novice program (with MSC support) at \$40ph with with paid support of Izzy Hooton if numbers require; costs to be more than offset by LTR fees
- 4.2.2 Committee supported structure and plans and approved rollout
- 4.2.3 Agreed that while CLub's insurance covers all third parties we should ask that LTR participants join RNSW as Recreational members so also covered by their insurance
- 4.2.4 Coaching plans to be shared with members - Katrina to draft
- 4.2.5 Programs to be reviewed and adapted if necessary early in 2024 including participant cost for LTR (currently \$300pp for 6 sessions; discussion that this is low versus other club programs)
- 4.2.6 Discussion on the merits of coaches aligning around a coaching model for consistency; suggestion that we convene a coaches meeting to discuss

4.3 Upcoming Stakeholder Visits

- 4.3.1 NSW Minister for Sport visit - 10th November; 6pm-7pm
 - 4.3.1.1 Steve liaising with Minister's office to confirm logistics; understand his objectives etc Katrina and Steve to work on briefing note etc
 - 4.3.1.2 Agreed should have some memorabilia out from storage in time for Minister visit
- 4.3.2 Lucian briefed Committee on his visit to Stephanie Pasquala's Community Cabinet and invitation to Stephanie to visit club; Steve to send her letter with Annual report and formally invite
- 4.3.3 Sally Sitou - Katrina to contact her office to invite to CLub
- 4.3.4 Steve has sent letter and annual report to various Council members including Mayor

4.4 Fleet Assessment & Planning (Istvan)

- 4.4.1 Alex updated on the most recent fleet review process
- 4.4.2 Agreed need to discuss future fleet needs and identify priority investments for fleet/equipment at planning meeting



Drummoyne Rowing Club Inc.

ABN: 32 098 220 083

4.5 Best Practices Doc for Shed Use (Istvan)

- 4.5.1 Alex to raise with Captains Crew and identify strategies we can deploy to improve members care of boats and equipment around shed and pontoon

4.6 Head of Yarra planning

- 4.6.1 Alex to communicate plans with crew coordinators particularly relating to trailer parking and logistics of rowing boats from the finish to start line on the Friday

5.0 Meeting finalisation

- 5.1 Next meeting Wednesday Nov 1
- 5.2 Meeting close 8.39pm