**Present:** Peter Schofield, Julie Lewis, Mary Smith, Robyn Webb

**Apologies**: Simon Wright, Frazer Gormal

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|  | **Agenda Item** | **Action** |
| 1. | **International Race Plans*** Julie has booked accommodation, flights and arranged drivers.
* Team manager Pack is in development and will be circulated. This includes codes of conduct.
* Roles and Responsibilities are being defined next week.
* BC have made a number of points regarding liability and safety and this has meant us adding certain key roles such as welfare officer, first aider, more than one driver, female chaperone etc.
* It was discussed that we cannot send unsupervised, unsupported teams and we need to consider whether the host nations can assist when this is the case
* As Exec members we have the right to speak to athletes and volunteers if behaviour isn’t in line with the code of conduct.
 | JL – To circulate managers Pack when readyJL – To circulate roles and responsibilities doc once complete |
| 2. | **Update from BC Meeting*** We have requested from BC that we want access to a range of common services that will assist us with getting the calendar right and access to central finance and the minibuses
* 2026 – BC are planning for the Worlds to be at Bala
* Dawn K will assist with the minibuses, one minibus is at HPP and the old bus is at Peter’s.
* Julie will purchase First Aid Kits for each bus
* We have taken £5000 out of the budget for the bus – we need to confirm whether this is a 1 year or 3 year cost
* We need to agree financial agreements for minibus – what are we charging etc
 | JL: To purchase first aid kitsPS &SW – to confirm whether the £5000 is a 1 year or 3 year commitmentPS & SW – to consider financial agreement for minibus |
| 3. | **HPP British Open Race*** This even is 1st & 2nd September
* We will have 4-5 water slots (8-10am, Saturday 6pm – 8pm)
* Timings for sprints need to be finalised and socialised
* Sunday will host a classic from NKC to the top of the darlecs
* We need volunteers – Suggested Julie, Peter, Steve Oxtoby, Carl. Can we put out a call via FB?
* Julie will develop the proposals.
 | PS – to ask Carl if he is availablePS to put a call out for volunteers for the eventJL – to develop Saturdays plan and shareJL / MS – Organise another meeting to ensure all areas are covered for event |
| 4. | **Budget*** Currently trying to secure the £20k
* Need to confirm whether we can use World cups and Junior World Cup as development trips (and use development funding)
* £10k has been approved, we are awaiting allocation of the second amount
* More information will be available after Wednesday 9th May
 | PS – To provide more information after next meeting  |
| 5. | **Media Update and PR*** RW has had a meeting with Becky at regatta to arrange International Plan
* RW has a meeting in June to secure local sponsor for the Nene Event – will not share who this is yet
* RW is currently looking for further sponsors
* Instagram & Twitter go live next month
* RW has been in contact with Guy Dresser who is responsibility for the Suisse World Champs
* RW is organising video bites featuring Rob & Lydia
* Reports of inappropriate FB have been made. We all need to ensure the correct code of conducts is followed and these posts need to be removed
 | RW – To provide a further update next meetingAll – Review FB posts and remove anything inappropriate |
| 6. | **Boats on Loan*** Matt Stephenson has a C2 that the EXEC need to collect
* Peter and Julie will arrange this
 | PS & JL – to collect boatMS – to keep register up to date |

Next meeting will be Wednesday 20th June – Julie to circulate invites, Mary will take minutes.