



**CAULFIELD GRAMMAR SCHOOL
THE PENNEFATHER CLUB
MINUTES FROM ANNUAL GENERAL MEETING**
Wednesday 27 October 2021
7.30 pm via Google Meet



Attendees:

Catherine McVean (President), Craig Smith (Head of Rowing), Cath Gillard (Secretary), Sacha Biesse, Ilonka Roode, Rohan Whitmee, Isabelle Tabain, Lucinda Maartens, Cathy Boyce, Kate O'Meara, Gerry Comminos, Krissy Perrott, Kirsten Eabry. Sally Osmond, Michaela McIntosh

Apologies:

Anthony Smith; Susie Tilley

1. Welcome and introduction (Catherine McVean)

Website

- **Action:** Can all committee members please send Catherine McVean a photo to include on the website?
- Seeking a volunteer for running the website. No takers on the call so will put this request out more widely.



Medals

- Introducing a silver/gold medal for end of season.
- Also introducing an honour board and award for most dedicated boy/girl in Year 9, 10, 11 and 12.



- Catherine McVean is also investigating the introduction of pins for captains of boats.
- **Action:** Catherine to seek approval of leadership and Year 12 pins through Mick Hall, Head of Sport.
- More details in the spreadsheet extract below.

Rowing Awards and Recognition Program	Rower Medals	Quantity	Cost	Attend Junior Presentation	Attend Senior Presentation	Perpetual Awards	'Honour Board' 'Most Dedicated' + medal	Year 12 Pin	Quantity	Cost	1st VIII Pin	Quantity	Cost
Recreational Rowing		50											
Junior Rowing - all crews	Rowing Participation Pin	80		Yes									
Development Rowing													
Year 10B+	Silver Medal	36			Yes	Yes	Yes						
Year 11/12B+	Silver Medal	36			Yes	Yes	Yes						
Year 12s only						Yes		TBC	12				
Performance Rowing													
Year 9A & B				Yes	Yes	Yes (Kirsten Meyer)	Yes						
Year 10A	Gold Medal	18			Yes	Yes	Yes						
Year 11/12A	Gold Medal	18			Yes	Yes	Yes						
Year 12s only								TBC	12		TBC	9	
Leadership Pins	Captains of Boats	2		Yes	Yes								
	Vice Captains of Boats	2		Yes	Yes								
	Jnr Vice Captains of Boats	2		Yes	Yes								
Perpetual Awards	Harold Pennefather Club Award (best performing Inter/Senior Crew) Ed Angel Memorial Trophy (crew with greatest improvement) Greg Meredith Cup (outstanding leadership of an individual) Pennefather Club President's Award (awarded to a parent - service to the PFC) Ian Macmillan Coaches Award (outstanding delivery of coaching) Unknown Award (Outstanding Coxwain) - need to find out its correct name Kirsten Meyer Award (Most dedicated junior boy and girl)												

Committee Drinks

- Still keen to hold these but yet to be scheduled.

2. Rowing program update (Craig Smith)

Training program

- Rowers will be back on the water, commencing on 28 October.
- Full training program will commence from 8 November.
- Craig sought input from the parents as to extending the program into December. There was a discussion about the Broad and Balanced program being offered by the school as well as leadership and other make-up camps planned.
- A suggestion was made about a Melbourne based camp in December.
- **Action: Craig to explore the idea of a Melbourne-based camp in December and to send out confirmed information about this shortly.**

January camps

- Dates for the January camps are locked in and have been circulated.

Regattas

- Rowing Victoria still has limits on attendees and spectators.
- It is likely that restrictions around limits and catering will change. Will need to monitor this and adapt accordingly.
- The PFC will look to have a BBQ at the 29 January regatta to celebrate being back competing – using the Boxed Trailer.
- Victorian 8s challenge is still going ahead at the end of November but Caulfield will not be entering due to a lack of time on the water to do it well.

Boatshed BBQ

- Saturday 4 December will be the day that new leadership positions are announced, and a BBQ held after the Juniors finish training from around 11am to 1pm at Albert Park. Sam Isherwood to be invited to present past leaders Lily Murray and Rhys Andrew with their Captains of Boats mounted blades. All rowing parents and rowers will be invited, as well as the Year 12 rowers and parents from last season.
- **Action: Catherine to work with Kirsten, Sally, and Isabelle with regards to pulling this together.**

3. Financial report (Gerry Comninios)

- Close to \$2K at the end of the September and there was about \$2K in petty cash. Fixed deposit of \$16K and school owes about \$38K which we hope will come through in October. Situation is solid.
- Gerry and Catherine are meeting with the school in November re the accountability by the school for transactions.
- Fundraising – Catherine expressed a view that the PFC doesn't need to do extensive fundraising this year. Rather, there will be small offerings at events.
- Merchandising opportunity – still have face masks, and still have a few chairs, umbrellas and visors/hats. Additional suggestions include:
 - Chairs still be commissioned as these are particularly popular with new parents.
 - Neoprene bags for parents.
- **Action: All committee members have a think about merchandise ideas and send them through to Catherine. Once a range of ideas is collected, we will seek quotes and put to a vote.**
- **Action: Cath to contact supplier reordering more chairs.**

4. Events team update (Kirsten Eabry and Sally Osmond)

- It has been difficult to progress given the changing COVID rules and restrictions.
- The 4 December will be our welcome BBQ and event.
- 29 January – have an adult-only event in Melbourne after the regatta eg at Albert Park Boat Shed / Racecourse Hotel – pref a venue that doesn't require lots of committee input due to most committee being in Geelong during the day.
- Will look for a mid-March event at Banks.
- **Action: Kirsten/Sally to investigate options for 29 January event. And then options for an event on Friday 11 March at Banks.**

5. Regatta Liaison (Isabelle Tabain)

- Once squads are announced, need to then see where any gaps are in terms of coordinators. We have time until our first regattas, particularly with the juniors.
- On the website, we have regatta dates.
- **Action: Craig will send through an interim training program to Catherine to put up on the website.**

6. Marketing / Comms update (Ilonka Roode)

- Waiting for squads to be announced, to ensure we have photographers at all regattas.
- Have been doing a bit on Instagram. Please engage with these posts to enhance the algorithm hits.
- **Action: Catherine and Ilonka to work together to formulate a Google Form to be sent to all rowing parents, to seek volunteers in all areas – photographers, BROs, BBQ helpers, Walking Groups, Squad coordinators, etc.**
- **Action: Catherine and Ilonka to work together to compile a letter to Junior parents (as soon as the interim training program is up on the website, and the Google Form is done).**

7. BRO update (Rohan Whitmee)

- Rohan unfortunately dropped out of the call due to connectivity issues but sent through an update via email.
- We have 11 people who have put their names forward so far to be a BRO. Last year we had 15 but a number put their hands up and then were never available to assist.
- At present we are short of Inter Girls and any Junior parents.
- Rohan would like to get a reasonably even spread across all the squads if he can to make sure we have coverage regardless of which crews are rowing.
- Once we get the WhatsApp groups up and running, he will put a message out to everyone looking for volunteers now that we are into the season and kids are back at school – to also be included in the Google Form, as above.
- A roster to be set up (in conjunction with Regatta Liaison team) to pre-assign BROs to regattas in advance – to prevent last minute recruiting and so BRO duties are locked in for each BRO.

8. Other business

Box trailer

- Box trailer been moved to behind the LTC. Been asked to move it to Albert Park Sheds so it can be used for BBQs. Consideration being given to selling it, and instead purchasing BBQs and essentials for each shed and then just hire as needed for large regattas.
- **Action: Catherine will approach Anthony re what should happen with the box trailer and potentially dispose of it.**

Other matters

- End of season photo book under consideration.
- Junior parents – encourage a walking group on training mornings. To be taken on by coordinators (Isabelle to communicate to squad coordinators – and this will also be part of the Google Form, as above).
- AGM minutes endorsed.

Next meeting: 10 November 2021.

Meeting closed 8.30pm.