

**Regents Canoe Club**  
**Committee Meeting Minutes 20<sup>th</sup> November 2008**

- 1. Present:** Karen Shaw Wilson (*Chair*)  
Dan Tattersall (*Secretary*)  
Sarah James (*Treasurer*)  
Caroline Robson (*Membership Secretary*)  
Claire Taylor (*Equipment Officer*)  
Steve Hatton (*Newsletter Editor*)  
Ian White (*IBC Liason Officer*)  
Christine Dove (*Safety and Training Officer*)  
Alix Cordell (*Events Co-ordinator*)  
Paul Kilham (*Representing I.B.C. – first item on the agenda only*)
- 2. Apologies:** Ian Tokelove (*Website / Publicity Officer*)

**Actions from Previous Meetings**

**3. Under 18s at the Canal**

The committee welcomed Paul Kilham to the meeting. The issue of I.B.C. members under the age of 18 wishing attend RCC sessions was discussed in detail. PK explained to the committee the specific circumstances of the three I.B.C members that led to this request being made. He then addressed many of the questions previously discussed by the committee including issues surrounding child protection, appointed adults and legal liability in the case of an accident. He made it clear that the proposal was for allowances to be made on a case-by-case basis and not for this to become the norm. After a very valuable discussion PK was thanked for his time and he left the meeting. The committee continued to discuss the issue. It was decided that although it is important to build the relationship between the two clubs, having under 18s attending RCC sessions does not fit in with the club's current ethos, and is not how the committee sees the club developing. It was proposed that the best way to foster the relationship between clubs particularly with respect to I.B.C. members moving on to RCC when they are 18 years old, and to resolve this issue, is for the two clubs to have joint sessions where appropriate. CT will discuss the proposal with PK. **Action CT.**

**4. Chenges to Casual Users / Membership**

The changes to the casual users system and Guest Membership have been conveyed to the club as discussed in the last meeting. Regarding the "Welcome to RCC" sessions (the second Monday of the month over the winter), CD will draw up a rota of coaches for these sessions by asking for volunteers via *NFCS*, and sending a direct email to likely suspects. **Action CD.**

**5. Castle Request to Borrow Equipment at the Pool**

CT recapped the email discussion - CCC committee has come back to say that they felt that our suggestion of a £20 per session equipment hire fee was not viable and has proposed a deal where RCC members would be allowed to attend Castle pool sessions for £10. Several RCC committee members expressed reservations by email. The committee discussed the issue at length. CT reported that an alternative deal has been suggested by CCC committee - in addition to the RCC members being allowed to attend Castle pool sessions for £10, a £5 per session donation towards upkeep of equipment was being offered. After a further discussion the committee voted to accept the proposal. CT will liaise with the CCC committee. **Action CT.**

**New Year Pool Sessions**

DT proposed that as the pool sessions so far this winter have been well attended, six more fortnightly one-hour pool sessions should be booked for the New Year as discussed previously. The committee agreed. DT to contact Britannia Leisure Centre. **Action DT.**

**6. Constitutional Changes**

DT is maintaining a list of required constitutional changes that accumulate throughout the year.

## **7. Paypal**

Yet to be done – actions as per last meeting's minutes. **Action IT.**

## **8. Duty Officer Attendance**

The committee discussed the situation, and are now happy that Duty Officer attendance has improved since an up to date membership list is being used to draw up the rota.

## **9. Life Membership**

Yet to be done – actions as per last meeting's minutes. **Action SH.**

## **10. Christmas Dinner**

AC reported that the club Christmas Dinner has been booked for Thursday 18<sup>th</sup> December.

## **11. Club Development Plan**

CT reported that the online survey is open again, and asked all committee members to encourage club members to fill it in. KSW will send out regular reminders in *NFCS* emails. CT will report back to the committee at the next meeting. **Action KSW, CT.**

## **12. Staying in the Basin**

Yet to be done – actions as per last meeting's minutes. **Action CD.**

## **13. Pool Session Helpers**

CT has drawn up a rota of pool session coaches, and will update when the new sessions are booked.

## **Matters Arising**

### **14. Barle and Exe Incident**

SJ raised an incident on a recent trip where one club member was unable to complete the river. Following on from the email discussion straight after the trip, she highlighted her concerns for the situation, and whether lessons could be learnt. It was decided that the clubs current policy of deciding whether a river is suitable on a case-by-case basis is appropriate, with the group leaders taking responsibility (in discussion with the trip organiser).

### **Member's Medical Conditions**

DT highlighted that the club does not request members to voluntarily disclose medical information (apart from at the start of every session to the coach / group leader). He noted that research of other club's policies revealed that many other clubs do formally request this information. After a short discussion, the committee decided that, in addition to maintaining the emphasis on individual members informing their coach / group leader at the start of the session, the club should ask members for details of any medical condition that may affect their paddling annually via the membership form. Privacy issues were discussed, especially in light of the fact that this sensitive information will need to be shared amongst a variety of people. DT will draft the wording for next year's membership form, together with a statement outlining how this information will be distributed. **Action DT.**

### **15. New Member's Starter Pack**

IW suggested to the committee that a New Member's Starter Pack be written, giving details of RCC, the sport of kayaking, etc. The committee enthusiastically discussed the idea, and suggested several components for inclusion. IW will start on a first draft, enlisting help as required, and will update the committee at the next meeting. **Action IW.**

### **16. Bank Accounts**

SJ reported that the new Club Bank account (with the Co-Operative Bank) is active, and all new transactions are going through this account. She will transfer the majority of the balance shortly, leaving enough for recently written uncleared cheques. She will monitor these last few transactions, and close the old account (Nationwide) when possible.

## **Any Other Business**

### **17. Trips**

CD reported that she had received several offers to organise the February Dart trip. These people will be asked to contact Katie Cordell (the trip organiser) to ask if she requires any assistance. Additionally, they will be encouraged to organise other club trips.

IW mentioned a forthcoming trip being organised by the club members who have recently been taught run rivers as a 'peer group'. The committee encouraged him (and his compatriots) to ask for assistance, advice, and rescue kit (splints etc) as required.

CD mentioned a planned introduction to moving water day, possibly at Shepperton, for the people who attended taster sessions late in the season.

### **18. Kit**

CT reported that three of the four new boats have been purchased (Liquid Logic Trigger, Perception Sonic and Pyrhana Karnali) with the Pyrhana Z.One still on order. The search for a second hand Pyrhana Inazone 222 and a play boat for a larger paddler continues – CT will update at the next meeting. **Action CT.**

CT informed that committee that four of the club's neoprene spraydecks need replacing (approx 3 years old), and also suggested that the club buy three 'Big Decks', which are compatible with some of the newer boats. The approximate cost is £210. The committee agreed. **Action CT.**

### **19. Four-Star**

AC outlined her plans for four-star training and assessment, and agreed to keep the committee updated on progress with the organising.

### **20. Winter Talks**

CD suggested the club should run the 'Winter Talks' again this year. The committee agreed, and suggested a talk on Rolling Technique. CD will organise speakers and publicise. **Action CD.**

### **21. Date of the Next Meeting.**

The next meeting will be held on Thursday 22<sup>nd</sup> January at 8pm. AC will provide the snacks.

## Summary of Actions

<b>Topic</b>	<b>Details</b>	<b>Action</b>
3. Under 18s at the Canal	CT to discuss with Paul Kilham the proposal that interaction between the two clubs is best fostered with joint sessions.	CT
4. "Welcome to RCC" Sessions	CD to organise these monthly sessions.	CD
5. Castle Request to Borrow Pool Equipment	CT to liaise with CCC regarding the agreement that RCC members can attend Castle pool sessions for £10, plus a £5 per session donation towards upkeep of equipment.	CT
6. Pool Sesions	DT to book six pool sessions for the New Year.	DT
7. Paypal	IT to implement online payment to the website e.g. to accept payments in advance for Taster Sessions.	IT
9. Life Membership	SH to research the current wording of the constitution regarding life membership, and recommend changes as necessary.	SH
11. Club Development Plan	CT to report to the committee regarding progress of the Club Development Plan.	CT
12. Staying in the Basin	CD to draft a reminder of the importance of staying in the basin for the next <i>NFCS</i> email.	CD
14. Medical Conditions	DT to draft the wording for the request for medical information on the Membership Form, plus a statement outlining how this information will be distributed.	DT
15. New Member's Starter Pack	IW to start a first draft of this pack, and update the committee on progress	IW
18. Kit	Z.One still on order. CT to update on search for an Inazone 222 and playboat for a large paddler. Purchase of seven new spray decks.	CT
19. Winter Talks	CD to organise Winter Talks, eg rolling technique.	CD