

## Regents Canoe Club

Committee Meeting  
11<sup>th</sup> January 2010



### Draft Minutes

Item	Member to Action
<p>1. <b>Attendees:</b> Karen (KW), Alix (AC), Ian White (IW), Claire (CT), Ian Tokelove (IT), Christine (CD), Rachel (RT), Mark (MR), Lucy (LL), Dan (DT) <b>Apologies:</b> None</p>	
<p>2. The minutes of the last meeting were agreed</p>	
<p>3. <b>Matters arising:</b></p> <ul style="list-style-type: none"> <li>• Vulnerable Adult Policy – CT circulated a draft of this and asked for comments before the next meeting. All felt that on first glance, it appeared to be a very comprehensive policy document. CT to collate comments and provide final version to IT for website and AC for secretary's notes.</li> <li>• 2007-8 Accounts – still haven't been signed off. DT will chase one more time, and if unsuccessful, KSW will write to those involved.</li> <li>• Flyer to promote RCC to IBC members. IT has started this - ongoing</li> <li>• Boat disposal in NfC – KSW is waiting for CT to advise which boats will need to be disposed of. CT to advise KSW – ongoing</li> <li>• Subsidy application form amendment – this has now been done</li> <li>• 'How to organise trip' crib sheet shared with new 'batch' of trip organisers – DT has done this and it is on the website.</li> <li>• Incident reporting &amp; emergency numbers in duty book. RT has updated the duty book with this info, but needs to identify if keyholders are happy for their numbers to be shared. RT to action.</li> <li>• Google calendar up-to-date – done</li> <li>• CCC pool sessions outcome – CT advised that CCC would now hire RCC boats at the pool for £20 per session.</li> <li>• Chain for private boats – AC requested help with this, IW agreed. AC and IW to liaise.</li> </ul>	<p>CT</p> <p>DT</p> <p>IT</p> <p>CT &amp; KSW</p> <p>RT</p> <p>AC &amp; IW</p>
<p>4. <b>IBC Liaison (IW)</b></p> <ul style="list-style-type: none"> <li>• IW flagged up that IBC may have lost some funding and may be tightening their expenditure in the future.</li> <li>• IBC have agreed to new shower heads if RCC purchase newer 'anti-vandal' ones, and IBC will resolve the poor water pressure. All agreed this was a good way forward, but that we needed to be certain the water pressure problem would be fixed (and how) before purchasing yet additional showerheads. IW will contact IBC to set out this position.</li> <li>• The lights are an ongoing issue – IW to follow up. LL suggested we purchase 2 lamps for the equipment cupboard for the occasions when we're at the site with no mains lighting. CT agreed to make these purchases.</li> </ul>	<p>IW</p> <p>IW</p> <p>CT</p>

<p><b>5. Training (CD)</b></p> <ul style="list-style-type: none"> <li>• CD noted that the Training Briefing was now out to members.</li> <li>• CD will find some dates to organise an external provider to run FSRT, WWSR and AWWSR (spread over the summer). CD will observe the running of FSRT, to aid the future running of it in-house. Also, CD will identify if FSRT is a pre-requisite for WWSR. In addition, there will be a number of informal training courses run by members for members, e.g. Use of Throwlines. CD will identify dates and let KSW have something for NfC</li> <li>• Courses over the summer – at the Training Meeting, it was felt some decisions needed to be taken by the committee. The c'tee agreed to delegate decisions as to the number and nature of courses to the Training Meeting.</li> <li>• Land-based training dates were set for the next few weeks, as the canal is unpaddleable. Snacks can be provided at these events. These are: <ul style="list-style-type: none"> <li>- What to take on the river (run by MT on 21 Jan)</li> <li>- Fitness for paddling (run by CT on 1 Feb)</li> <li>- Using Throwlines (run by Liza Sumpter on 22 Feb)</li> </ul> </li> <li>• CD to notify volunteers of dates</li> <li>• The next Training Meeting was set for Monday 8<sup>th</sup> Feb – CD to notify interested members.</li> <li>• DT advised that only 6 members were interested in the rolling course so far. LL suggested this may be due to the fact that the course is for non-rollers, rather than roll improvers. All agreed the course outline could be useful for roll improvers too. DT to send KSW amended info for NfC.</li> </ul>	<p>CD</p> <p>CD</p> <p>CD</p> <p>CD</p> <p>CD</p> <p>CD</p> <p>DT</p>
<p><b>6. Health &amp; Safety Risk Assessments (CD)</b></p> <ul style="list-style-type: none"> <li>• CD highlighted that 2007 was the last time we reviewed them, and they should be done each year. They are a risk assessment of the kind of activities we do as a club. CD gave an overview of each: <ol style="list-style-type: none"> <li>a) Canal Sessions</li> <li>b) Beginners Courses (this should now cover all courses)</li> <li>c) Club Events &amp; Trips</li> <li>d) Opening Club and Locking Up</li> <li>e) Money Handling</li> <li>f) Pool Sessions</li> <li>g) Equipment</li> </ol> </li> <li>• CD offered to update this to reflect the current risk assessments.</li> <li>• DT raised the issue of members 'guests' paddling, and whether they were covered by the BCU insurance. RT advised that they should be covered by public liability.</li> </ul>	<p>CD</p>
<p><b>7. Finance (DT)</b></p> <ul style="list-style-type: none"> <li>• DT advised that the club now has around £20k in capital funds, and that we should make plans for this. Suggestions so far have included subsidising courses, spending on boats and equipment, and spending on infrastructure (e.g. showers). DT suggested we could keep a large amount aside for a future (20 year plus) requirement for the club in case it ever needed to make a large purchase. All agreed we should keep some funds in the account for the next 5</li> </ul>	

<p>years for unforeseen costs associated with the clubhouse move.</p> <ul style="list-style-type: none"> <li>• A discussion followed about the clubs 'principles' on making a profit. It was felt that where a large amount of volunteer time went into coaching (e.g. the IWWK courses), it was ok to make a profit as that money was reinvested in providing subsidies to members training. Trips and social events can make small profits, but shouldn't set out to make profits at the moment as there isn't an urgent need to fundraise.</li> <li>• A further discussion was held around coaches claiming expenses. It was felt that this should be assessed on a case by case basis by the course organiser and treasurer, but that in general expenses wouldn't be reimbursed, only sometimes where a coach has gone out of their way (i.e. driven back and forth to transport essential equipment) should they be so. The policy is in the Constitution, and coaches should operate within these guidelines.</li> </ul>	
<p><b>8. Level 3 Coaches Discounted Membership (DT)</b></p> <ul style="list-style-type: none"> <li>• DT advised that the old L3 coach qualification is now equal to the current L2 with moderate water endorsement. All agreed the policy should change to reflect this. DT will make the necessary amendments.</li> </ul>	DT
<p><b>9. Throwlines (DT)</b></p> <ul style="list-style-type: none"> <li>• DT highlighted that some members that should carry throwlines (and subsequently, knives), were not doing so. When one member had been quizzed about this, they reported that they'd been told not to have one until they'd been trained to use one.</li> <li>• IT agreed to write an article for the next Newsletter on carrying a throwline, and why it was so essential for intermediate + paddlers. This should help spread awareness.</li> <li>• CD suggested that soon after completion of an IWWK course, there should be a throwline course run for those who join as members. CD to note for calendar planning.</li> <li>• All agreed the committee should foster a culture of members carrying basic safety equipment. There are throwline sessions, but often the turnout isn't good. It was suggested that in the para to advertise trips in NfC, in future the organiser specifies what safety and rescue skills would be needed, as well as what level of paddling the trip would be aimed at.</li> <li>• It was suggested that all those paddling on grade 3 water should carry a throwline and knife and know how to use them. Committee members should feel able to suggest to intermediate paddlers individually to carry these.</li> <li>• After the throwline session in Feb, others should be organised at regular intervals. CD to co-ordinate. Members should also remember to practice whilst on trips waiting for shuttles etc.</li> </ul>	<p>IT</p> <p>CD</p> <p>KSW</p> <p>All</p> <p>CD, All</p>
<p><b>10. Newsletter Images (CT)</b></p> <ul style="list-style-type: none"> <li>• CT raised the issue of the sexual nature of some images in the newsletter, and asked that the article in question be removed as it may offend some members</li> <li>• A broader discussion ensued as to editors responsibilities, and inaccuracies in some of the articles. It was suggested that in the follow up newsletter, a little note was included to clarify</li> </ul>	

<p>inaccuracies (e.g. textual corrections) – LL to action in next newsletter. All agreed the Newsletter Editor will continue to have final judgment of what is included, however the committee can ask for offensive articles to be removed.</p> <ul style="list-style-type: none"> <li>• LL agreed to have this article removed, IT volunteered to make these changes to the current newsletter before it was posted on the website.</li> </ul>	<p>LL</p> <p>IT</p>
<p><b>11. Helmets at Pool Sessions (IT)</b></p> <ul style="list-style-type: none"> <li>• At the last pool session, a member hit their head badly on another’s boat. IT suggested it was made compulsory to wear helmets at the pool.</li> <li>• AC suggested we put some helmets in the cupboard, and that RCC strongly advise members to wear them, but without making it compulsory (as per cycling on roads). The majority agreed with this.</li> <li>• CT to put older helmets in the cupboard at the pool and purchase replacements for the club. KSW to make it clear in the next NfC that RCC strongly encourages members to wear helmets at the pool for their own safety.</li> </ul>	<p>All</p> <p>CT KSW</p>
<p><b>12. Applications for Subidy (CD)</b></p> <ul style="list-style-type: none"> <li>• CD had received one application from Dan Tattersall for 5 star white water leadership assessment. The total cost of the course was £190 and the application was for 40% of this (£76). Dan Tattersall had applied for funding before, and had used it in coaching at the canal, as well as leading and coaching on club trips. This new award will help him to have the skills to lead members on higher graded water better and more safely.</li> <li>• All agreed to award Dan the amount requested. DT to action as Treasurer.</li> </ul>	<p>DT</p>
<p><b>13. Any Other Business</b></p> <ul style="list-style-type: none"> <li>• IW highlighted that Sat 17<sup>th</sup> July he’d run an event of picnicking, sailing and kayaking at west Mersey in Essex, and asked people to keep the date free in their diaries. IW to put in the club calendar.</li> <li>• IW raised the issue of the club logo, and suggested we review it. All agreed this may be possible when we make the clubhouse move, but that at the moment it wasn’t a priority.</li> <li>• MR advised that he’d like to run a bowling session at the end of January – and that he’d send the date and info to KSW for NfC</li> <li>• MR also advised that he’d look into purchasing mugs, car stickers, etc. with the club logo on them.</li> <li>• DT reminded members of the grant application that IT circulated. He advised that he couldn’t go, but that if others could it would be helpful.</li> <li>• DT advised that Ralph Wilson was getting together a group of people who were interested in running this years Alps trip.</li> <li>• Highbury Grove pool has now reopened. AC to make contact to see how much pool sessions would be for RCC.</li> </ul>	<p>IW</p> <p>MR</p> <p>MR</p> <p>AC</p>
<p><b>14. Date of Next Meeting</b></p> <ul style="list-style-type: none"> <li>• Monday 1<sup>st</sup> March 2010, 8pm</li> </ul>	