

Regents Canoe Club

Committee Meeting

1st June 2009

Minutes

Item	Members to action
1. Attendees: Karen (KW), Alix (AC), Dan (DT), Christine (CD), Claire (CT), Ian T (IT), Rachel (RT), Ian W (IW), Mark (MR), Lucy (LL)	
2. The minutes of the last committee meeting and the AGM were agreed and signed off.	
<p>3. Matters arising:</p> <ul style="list-style-type: none"> • Bank Accounts Signatory – DT suggested CT & AC to be signatories, all agreed. • Boat purchases – CT had looked into purchasing • Vulnerable Adult Policy – CT to bring to next meeting • Dry storage for club merchandise – IW reported £120 would be enough to build a dry storage area round the back, but we'd have to remove the boats that live there. All agreed should be discussed with new IBC manager. Above the lockers was suggested as an alternative place. IW to report back once new manager in post. • IBC liaison – key for the office door to ensure changing rooms lights are on for RCC nights. IW has reminded IBC staff not to switch lights out and will pursue getting a copy of the key when the new manager arrives • No parking sign for cage – CT is in the process of getting this laminated • Locker keys updated – IW has requested these from IBC but not happened yet. IW will pursue. • 2007-8 Accounts signing off – DT will follow up with Ralph Wilson • Llangollen hostel – noise payments – All agreed trip participants should be advised of the financial loss they may incur if they or their fellow paddlers make a noise. AC to advise MEM trip organizers of this. RCC to upfront noise payments for whole group in advance, and then recoup from trip participants if necessary. • Spray decks at the pool – CT to ask membership for second hand neoprene decks for the club to use for the pool via Nfc. If none materialize, CT has permission to purchase some new decks for use at pool or canal. 	<p>DT CT CT IW IW IW CT IW DT AC CT & KW</p>
<p>4. Club Audit - common themes (CT)</p> <p>White water paddling was the most popular activity with a large number of people wanting to develop their skills, particularly to paddle grade 3 and above. People were also interested in sea kayaking, slalom, surf and freestyle. A large number of people expressed an interest in BCU star awards, but relatively few were interested in coaching.</p> <p>CT has identified which courses RCC could run in-house and which we'd need to buy in externally to meet member aspirations. CT will complete an article for the newsletter outlining common themes. CD will organise the training sub-committee to meet and plan sessions to meet aspirations too.</p>	<p>CT CD</p>

<p>A discussion ensued resulting in ctee members thinking the wider membership had expertise in a variety of areas and could organise a range of activities. It was suggested that a shorter 'mini-newsletter' might be a better way of engaging people to organise and take up activities. LL to consider how this might work.</p>	<p>LL</p>
<p>5. RCC Training Subsidy Policy (DT) It was agreed we don't need to keep track of people's contribution to the club as 'credits' as the c'tee vaguely know. All agreed a subsidy policy should be flexible. AC to change the form to clearly ask what the applicant did in the past with any previous subsidy, and what they have planned specifically to do with newly acquired skills achieved through this round of subsidy, including dates, courses, etc. AC to email updated form to c'tee. It was suggested if the c'tee turned people down, they should specify what the applicant should do in order to be successful.</p> <p>IW mentioned he would apply for subsidy but didn't know what was available or what the next steps would be for him. CT agreed to pull together a summary of courses available that RCC may subsidise.</p> <p>All agreed the membership secretary should start recording who'd received subsidy and for what skills. CD to give RT applications received in 2008-9.</p> <p>AC agreed to write an article for the newsletter highlighting the opportunity for subsidy. All agreed there is no need to set a limit on the subsidy budget, but that this may have to be revisited.</p>	<p>AC</p> <p>AC</p> <p>CT</p> <p>CD & RT</p> <p>AC</p>
<p>6. Applications received for Training Subsidy (All) None were brought</p>	
<p>7. Membership form (RT) A long discussion was held around necessity to hold and share medical details about members. CT and DT had investigated other clubs policies in this area, and DT drew c'tee's attention to previous minutes outlining extensive discussions on this.</p> <p>All agreed all river leaders need to be stricter in asking for any relevant medical conditions before getting on the river (and to give opportunity for paddlers to tell them in private). DT to update 'how to organize a trip' info sheet to reflect this.</p> <p>All agreed RT should amend the membership form to say "I understand that it is my responsibility to inform my coach, river leader or paddling partners of any medical information that may be relevant and it is my responsibility to take the lead in deciding what action needs to be taken. <i>(Please tick to confirm that you have read and agree with this statement)</i>". This places responsibility on the participating adult to provide relevant info to the membership officer (which may not be shared) as well as to coaches on the canal and river leaders on trips.</p>	<p>All & DT</p> <p>RT</p>
<p>8. Ideas for club expenditure to reduce club funds (All) CD to organize a training sub-committee to identify possible courses to meet the training gaps identified through the club audit to bring to the next c'tee meeting.</p> <p>All agreed club funds should be used to purchase new spray decks. CT to purchase. It was also suggested a 1 day river safety day could be organized as part of one of the summer trips to cover safe swimming, throw-lines etc.</p> <p>A number of improvements to the changing rooms were discussed, including</p>	<p>CD</p> <p>CT</p>

<p>8. Ideas for club expenditure to reduce club funds (All) CD to organize a training sub-committee to identify possible courses to meet the training gaps identified through the club audit to bring to the next c'tee meeting.</p> <p>All agreed club funds should be used to purchase new spray decks. CT to purchase. It was also suggested a 1 day river safety day could be organized as part of one of the summer trips to cover safe swimming, throw-lines etc.</p> <p>A number of improvements to the changing rooms were discussed, including changing wiring so lights could be switched on inside changing rooms, and improving showers. IW will investigate these, identify costs and report back to ctee.</p> <p>Ideas for large expenditure should be taken to the September SGM. AC to include on agenda.</p>	<p>CD</p> <p>CT</p> <p>IW</p> <p>AC</p>
<p>9. Summer trips – organizers:</p> <ul style="list-style-type: none"> • Megan agreed to organize the 26-28 June 2009 to Mile End Mill (note, this date has now changed to 31-1 Aug and is being organized by CT) • Post meeting note, the 31 July - 1 August 2009 Summer Camping Trip has been replaced by the MEM trip above. • LL has agreed to organise the 18-20 September 2009 trip to Mile End Mill 	<p>CT</p> <p>LL</p>
<p>10. Any other business A discussion was held about training new members in how to use kit – especially helmets. CT agreed to produce a 'how to use...' guide to accompany new equipment hires.</p> <p>All helmets were replaced 2 years ago, but there were concerns that some are now broken. A discussion was held about kitemarks. CT would look into purchasing new helmets that were of a medium price and standard so as to last a good while.</p> <p>IBC update: IW reported it was unlikely the clubhouse would move for at least 3 years. He would meet with the IBC maintenance man to review boiler and showers situation. He has asked IBC chair if they'd be happy with us spending some money on showers. Will bring costs and info to the next meeting. All agreed IBC liaison needs to be an ongoing agenda item.</p> <p>Training should be an ongoing agenda item. AC to ensure this happens.</p> <p>DT raised the issue of trips making or losing money. All agreed that if a trip makes money then it should stay in the club funds, as it benefits members in other ways. However trip organizers should make sure charges accurately reflect costs as much as possible. All agreed trip organizers should provide treasurer with accounts (including receipts) for their trip which details all incoming and outgoing costs. In addition, it should be common practice to collect all costs upfront for a trip. DT to update 'how to organize a trip' info sheet to reflect this.</p> <p>LL advised that the newsletter should be out within a week.</p> <p>LL asked why the ctee meetings were so late in the evening. It was agreed to discuss this at the next meeting. AC to put on agenda.</p>	<p>CT</p> <p>CT</p> <p>IW</p> <p>AC</p> <p>AC</p> <p>DT</p> <p>AC</p>