

Regents Canoe Club
Committee Meeting Minutes 16th April 2009

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*)

2. Apologies: Ian Tokelove (*Website / Publicity Officer*)

Actions from Previous Meetings

3. Club Development Plan

CT reported to the committee that she is planning a newsletter article to present the outcome of the Club Audit to the club. She will also draw together a list of common themes so next year's committee can discuss at their first meeting. **Action CT.**

4. Boat Purchase

CT will continue to coordinate the purchase of an Inazone 222 or 220 and a playboat for a larger paddler, and will forward a report to the next committee. **Action CT.**

5. Vulnerable Adults

CT reported to the committee her initial ideas regarding the need to update our Vulnerable Adult policy. She will research the subject further and forward a report to the next committee. **Action CT.**

6. Club Subsidy

IT reported via email that the form for club members to use to apply for a subsidy for training is on the web.

7. Storage

IW reported his initial ideas for bespoke dry storage for club merchandise. The design process is ongoing and he will report to the next committee. **Action IW.**

8. Pool Sessions

DT reported that monthly summer club pool sessions, and pool sessions for the ITWW courses have been booked.

9. Constitution Change

Regarding the proposed change to item 9d) of the constitution, the committee discussed the point raised by a club member that the proposed new wording did not make it clear when the three Signatories would be selected. DT proposed alternative wording but alternatively suggested that the constitution should remain flexible, and allowing ad hoc changes to the Signatories could be useful. The committee agreed, and the wording for consideration at the AGM will remain as per the minutes of the last meeting.

10. Kit

CT reported that the order for small semi-dry cags and Yak neoprene spraydecks has been placed.

11. AGM

The committee discussed the procedure at the AGM. It was decided that nominations from the floor on the night will not be taken for any position where a prior nomination has been received. DT is collating nominations, and one week before the AGM will forward the list to KSW for advance distribution to the club, where it will be made clear the deadline for nominations is the Tuesday before

the AGM. A reminder email will be sent out to the club separate to the regular NFCS emails, and it will be clarified that if a club member is unable to attend yet wishes to vote they should contact the secretary (DT) to register their vote. AC will organise snacks, with a budget of £100. KSW reminded the committee that they will need to give the AGM a short report of their yearly activities.

Any Other Business

12. Standing Items

CT suggested that a number of items could be added to the committee meeting agenda each time, to avoid it coming up in AOB. One example is the regular applications for club subsidies. The committee agreed. DT to forward a recommendation to next year's Secretary. **Action DT.**

13. Application for Susidy

CT reported that a club member, Mark Rowe, has applied for 40% subsidy for two training courses. Firstly his Four-Star Open Boat Training (40% = £100), and secondly his Four-Star White Water Assessment (40% = £60). The committee discussed both applications at length, and after a vote it was decided that both would be funded.

The need to keep track on exactly how much has been allocated to training subsidies throughout the year was discussed. It was decided that in the future the Membership Secretary will carry out this role. CR to brief next year's Membership Secretary. **Action CR.**

Finally, the need for more clear guidelines / rules for when applications for subsidy will be approved was discussed. After a lengthy discussion it was decided that each committee member should forward their ideas to DT, who will produce a document for consideration by next year's committee. **Action DT.**

14. IBC

SJ raised several issues with sharing the site with IBC. Firstly the lights in the changing rooms are often forgotten to be left on, especially during holiday periods. It was decided that IW will discuss with IBC about the possibility of having a key for the office door. This will also facilitate collection of mail from the club's pigeon hole, and either provide a permanent solution or precipitate further discussion to find an alternative. **Action IW.**

Additionally, the problem of the van being parked in front of our cage was discussed. More communication between the clubs was suggested, but CT will produce a sign for the front of the cage to request no parking on Mondays and Thursdays. **Action CT.**

Finally the amount of overlap with the kids remaining on site after 7pm, and the state of the changing rooms were discussed. It was noted that we are tenants of IBC and the agreement could be terminated at any time. IW will advise next year's IBC Liason Rep how best to proceed.

15. Keys for Lockers

IW reported that he is arranging for the club's set of locker keys to be updated.

16. End of Year Accounts

SJ enquired about cross-checking of end-of-year accounts with the club's other records (hire forms, membership database, etc). SH reported that this does occur, and should be done as the accounts are being finalised. SJ to inform the next treasurer. **Action SJ.** Additionally, SH reported that the 07/08 accounts still need to be signed off by the club auditor, he will attempt to get this done by the AGM and will inform the next committee of progress. **Action SH.**

17. Basin Development

IW highlighted that the end of the basin will soon be open to the public, with the sides to follow over the coming months. He suggested continued monitoring of site security, and paddler safety. The committee agreed.

18. Date of the Next Meeting

The date of next meeting will be arranged after the AGM with the new committee.

Summary of Actions

Topic	Details	Action
3. Club Development Plan	CT will draw together common themes from the Club Audit meeting with Jacko and club members so the committee can discuss. She will also write the findings into a newsletter article.	CT
4. Boat Purchase	CT to coordinate search for an Inazone 222 or 220, and a playboat for a larger paddler and update the 09/10 committee.	CT
5. Vulnerable Adults	CT to further research the need for updating our Vulnerable Adult Policy, and will forward a report to the next committee.	CT
7. Storage	IW to investigate different possibilities for the dry storage of new merchandise and report to the 09/10 committee.	IW
12. Standing Items	DT inform the next secretary to include some standing items on the agenda, including Applications for Subsidy.	DT
13. Application for Subsidy	CR to inform the next Membership Secretary they they should keep a running total of subsidies agreed throughout the year.	CR
	DT to collate the committee's recommendations for the updated guidelines / rules for award of subsidies, and forward to the 09/10 committee.	DT
14. IBC Office Key	IW to approach IBC about obtaining a key for the office.	IW
15. Parking	CT to produce a sign to discourage parking in front of our cage on RCC nights.	CT
16. Accounts Cross Check	SJ to inform the new treasurer of the need to cross check the accounts with the club's other records.	SJ