

Regents Canoe Club
Committee Meeting Minutes 22nd January 2009

- 1. Present:** Karen Shaw Wilson (*Chair*)
Dan Tattersall (*Secretary*)
Sarah James (*Treasurer*)
Claire Taylor (*Equipment Officer*)
Steve Hatton (*Newsletter Editor*)
Christine Dove (*Safety and Training Officer*)
Ian Tokelove (*Website / Publicity Officer*)
- 2. Apologies:** Caroline Robson (*Membership Secretary*)
Ian White (*IBC Liason Officer*)
Alix Cordell (*Events Co-ordinator*)

Actions from Previous Meetings

3. Under 18s at the Canal

CT reported that she has discussed with Paul Kilham the proposal that interaction between the two clubs is best fostered with joint sessions and not with under-18s participating in RCC sessions. CT confirmed that he is happy with the proposal.

4. “Welcome to RCC” Sessions

CD reported that these sessions are running successfully, at one per month over the winter. Attendance is surprisingly high, leading her to believe that may need to be as often as once a week over the busiest summer months. She has volunteers to run the sessions for the immediate future, although will be asking for more volunteers in due course.

5. Castle CC Borrowing Pool Equipment

CT reported that CCC have paid the contribution towards upkeep of equipment (£25 to cover the five winter sessions they have booked), and a number of RCC members (who are not also CCC members) have attended their pool sessions.

6. 2009 Pool Sessions

Further to his email to the committee, DT reported that the six fortnightly pool sessions have been booked.

7. Paypal

IT reported that the implementation of online payment is almost complete, and will update the committee at the next meeting. Furthermore it was decided that a small-scale trial of the facility would be implemented initially. **Action IT.**

8. Life Membership

SH reported that there are no restrictions / guidelines for membership types in the club constitution, and therefore advised that no amendments are necessary.

9. Club Development Plan

CT reported that the Club Development Plan questionnaire is now closed, and Jacko will discuss the outcomes (on the day he comes to the pool for the ‘how to teach rolling’ clinic) with any coaches / committee present. CT will update the committee at the next meeting. Several pros and cons of the format used were briefly discussed, however it was decided that a more comprehensive review would be carried out at the next meeting. **Action CT.**

10. Staying in the Basin

After a brief discussion, the committee decided that many members are now generally staying within the basin unless they are part of a group. The committee will continue to monitor the situation and revisit in the future if necessary.

11. Medical Conditions

DT presented to the committee the wording he has drafted for the request for medical information on the membership form, together with associated statements / declarations. The committee suggested some modifications. The final draft is attached (see appendix). CR to pass this information to next year's membership secretary for inclusion on the membership form in June.

12. New Member's Starter Pack

KSW reported that IW informed her that the first draft is underway, and he will update the committee at the next meeting. **Action IW.**

13. Kit

CT reported that the Z:One and spray decks have been received. An Inazone 222 has been spotted on ebay, CT will contact CR about bidding for this. She is still on the look out for a play boat for a large paddler (although she noted that less people wish to borrow these boats over the winter), and will update the committee at the next meeting. **Action CT.**

14. Winter Talks

None have been organised, however the committee will encourage any interested club members to organise talks.

Matters Arising

15. Alps Update

DT reported to the committee that he is underway with organising the Alps Trip. Several points were discussed, including location, dates, accommodation and which members will be able to attend. DT will advertise the details of the trip to the club when they are finalised.

16. Club Calendar

CD showed the committee a draft of the Summer 09 Club Calendar that she has produced. The committee discussed several points, but decided that the details of the coaching courses, to be decided at the upcoming Training Meeting, would finalise many of the decisions. CD will bring an updated calendar to the next meeting. Furthermore, the trips for the autumn / winter (09/10) paddling season were discussed. DT will produce a calendar and book accommodation as necessary, updating the committee at the next meeting. **Action CD, DT.**

17. Vulnerable Adults

CT reported that she is researching whether the club needs to look into its policy for protecting vulnerable adults, and will update the committee at the next meeting. **Action CT.**

18. Boat Disposal

CT will come up with a proposal of which boats to dispose of (as per the one-in-one-out policy) and will update either by email or at the next meeting. **Action CT.**

19. Five-Star and Advanced White Water Safety & Rescue

IT announced that he will be looking into how many people are interested in obtaining the above awards, and organising a group if applicable.

Any Other Business

20. Jacko 'How to Teach Rolling' Clinic

IT asked for clarification as to which club members were offered to attend the above session. CT explained that as it is possible for only a limited number of observers to attend, it was only advertised to the club members who were currently on her list of pool helpers. It is her intention that any information obtained will then be cascaded to other club members interested in helping. The committee discussed this approach and decided it was appropriate (both in this case and for similar future sessions).

21. Club Bank Account

SJ reported that we are nearly ready to close the old Nationwide bank account. £10,000 has been transferred to the new club savings account, and she will investigate any outstanding transactions before transferring the remainder.

22. UK River Rescue Symposium

CD highlighted that the above event was running in March, and suggested that club members may want to attend. DT volunteered to research the event, advertise it to club members and organise a group to attend, if appropriate. **Action DT.**

21. Date of the Next Meeting.

The next meeting will be held on Thursday 5th March at 8pm. AC will provide the snacks.

Summary of Actions

Topic	Details	Action
7. Paypal	IT to update the committee on the implementation of online payment to the website.	IT
9. Club Development Plan	CT to coordinate the feedback session with Jacko, and report back to the committee regarding the outcome of the discussion.	CT
12. New Member's Starter Pack	IW to update the committee on progress of the first draft of the New Member's Starter Pack	IW
13. Kit	Purchase of Inazone 222 or 220, and a playboat for a larger paddler.	CT
16. Club Calendar	CD to present to the committee updated summer calendar after decisions regarding courses have been made at the training meeting. DT to produce a winter 09/10 calendar and book accommodation as appropriate.	CD / DT
17. Vulnerable Adults	CT to update the committee regarding whether we need to look into our Vulnerable Adult Policy.	CT
18. Boat Disposal	CT to come up with a proposal of which boats to dispose of.	CT
22. UK River Rescue Symposium	DT to research the event, advertise it to the club, and organise a group to attend if appropriate.	DT

Appendix 1
Decision to Add a Request for Medical Information
on the Membership Form - Proposed Wording.

1) Proposed New Question on Membership Form

Medical Information

Please state below any relevant medical information. This should include details of any conditions (such as diabetes, epilepsy, asthma), medication and/or recurring injuries or ailments (e.g. back problems, dislocating shoulders) that may affect you during RCC activities.

2) Proposed – add sentence to ‘Private Details’ section

Current wording:

Private details

Your private details will be stored electronically for internal club use, and will always be kept as private as possible. On some occasions, however, your email address and phone number may be shared with other club members:

- The club maintains a mailing list to allow easy communication between members; your email address may be visible by other members on that list.
- Occasionally (for instance to help organising trips) your email address and/or phone number may be shared with other club members.

I agree to share my email address and phone number with other club members

[etc etc]

Proposal: add to the bottom...

Additionally, your medical information, although treated sensitively at all time, will be shared with specific club members (e.g. coaches, trip organisers etc) as required. However, it remains your responsibility to inform your coach, river leader or paddling partners of any medical information that may be relevant, and it is your responsibility to take the lead in deciding what action needs to be taken, if any.

Or possibly split into two, with the first sentence along with the existing ‘stored electronically’ statement, and the ‘your responsibility’ sentence below. Membership secretary (2009/2010) to decide!

3) Final Proposal - Change Declaration

Current

- I do not object to these records being stored on computer for internal club use.

Proposed

- I permit the club committee to hold these records on computer for internal club use, and I understand that the information, including my personal medical information, will be distributed and used by club members in order to fulfil their responsibilities.