

**Regents Canoe Club**  
**Committee Meeting Minutes 5<sup>th</sup> March 2009**

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

**Actions from Previous Meetings**

**3. Club Development Plan**

CT reported to the committee that there had been a good response to the Club Audit, and a successful meeting with Jacko and club members to discuss the answers / comments submitted. CT will draw together common themes so the committee can discuss at the next meeting. **Action CT.**

**4. New Member's Starter Pack**

Further to IW's email attachment, the committee discussed the first draft of the New Member's Starter Pack. It was decided that CT would liaise with IW to further refine the document.

**5. Boat Purchase**

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

**6. Club Calendar**

CD reported to the committee her plans for the structure of the summer coaching. It was announced that three "Introduction to White Water" courses of the 'old' format would be run.

Additionally, the club's other sessions were discussed - two further options will be available, club "Open Evenings" (formally "Welcome to RCC Sessions") will be run to introduce potential new members to the club, and secondly "Introduction to Paddlesport" sessions (formally "Taster Sessions") will be run as a one-evening coached session.

**7. Paypal**

IW Reported that the website is set up to receive payment via the "Paypal" system. The committee discussed the use of electronic payment. Initially it will be used to take bookings for the summer coaching courses only. 3.4% plus 20p of each transaction is taken by Paypal and this transaction fee will be included in the cost of the course.

**8. Vulnerable Adults**

As per last meeting minutes. **Action CT.**

**9. Boat Disposal**

As per the club's one-in, one-out policy, CT announced which boats had been chosen for disposal / relocation this year. The two polo boats at the pool will be recycled, and be replaced by the Pyranha Attack (boat number 100), Kendo (70), RPM (78) and Pyranha Creek (67). Boats stored at the canal that have been earmarked for disposal include the Invader (63), Diablo (66), Avenger (42) and the Ski.

**10. UK River Rescue Symposium**

The UK River Rescue Symposium was cancelled.

### **11. First Aid**

AC reported that she is organising a certified eight-hour first aid course to be run across two evenings at the club. When the dates are finalised she will advertise via *NFCS*.

### **12. Request for Subsidy**

Four members of the club applied for 40% subsidy for their four-star assessment. The committee discussed each application and decided in each case that the subsidy should be funded. The committee also discussed the new forms designed as a template for member's applications. It was agreed that these are helpful and should be made available on the website. **Action IT.**

### **13. Merchandise**

AC reported to the committee her plans regarding a new batch of club branded merchandise. The problem of where to store this was discussed. IW volunteered to look into additional storage at the club (e.g. extending above the lockers, a waterproof storage box within the boat cage) and it was decided to delay the ordering of new merchandise until a solution has been arranged. **Action IW.**

### **14. "Sport For All" Lottery Grant**

CT reported to the committee that she has been working with a club member, Simon Grinsdale, to find a solution to the challenges raised by his disability. A grant application for equipment that would enable the club to cater for disabled participants was discussed, however it was decided that our goals would be better served by helping each club member individually. CT will continue to liaise with this Simon, and report back as necessary.

### **15. Pool Sessions**

DT suggested that the club should organise monthly summer pool sessions as last year (in addition to the pool sessions for the ITWW courses). The committee agreed. DT will book and circulate the dates. **Action DT.**

DT also proposed abolishing the limit on the number of coaches that can attend the session without paying the £5 fee. He suggested that anyone who coaches for the whole session without paddling themselves should not need to pay. The committee disagreed, and the system will continue to operate as it does currently.

### **16. AGM**

The date of the A.G.M. was set for 8pm on Thursday 30<sup>th</sup> April, 2009. AC to organise snacks with a budget of £100.

DT Highlighted the fact that there is one change to the Club's Constitution outstanding from previous committee meeting minutes. The wording of the proposed change, to be considered by the club, was discussed and revised (see Appendix 1). KSW to finalise this item for the AGM. Additionally DT suggested a change to the club handbook regarding the recent changes in format of Casual User's fees. The committee agreed to these changes – KSW to update the handbook. **Action KSW.**

### **Any Other Business**

#### **17. Coaches for Summer Courses**

CD outlined her plans for recruiting helpers for the summer coaching programme.

#### **18. Kit**

CT reported she is still trying to purchase the small semi-dry cags as discusses at a previous meeting. Additionally, she suggested the purchase of six Yak neoprene spraydecks for £30. The committee agreed. **Action CT.**

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

The next meeting will be held on Thursday 16<sup>th</sup> April at 8pm. CD will provide the snacks.

## 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.	CT
5. Boat Purchase	CT to coordinate search for an Inazone 222 or 220, and a playboat for a larger paddler and update the committee.	CT
8. Vulnerable Adults	CT to update the committee regarding whether we need to look into our Vulnerable Adult Policy.	CT
12. Club Subsidy	IT to put the new forms for request for Club Subsidy on the website.	IT
13. Storage	IW to investigate different possibilities for the dry storage of new merchandise and report to the committee.	IW
15. Pool Session	DT to book monthly summer pool sessions, plus those needed for the courses.	DT
16 AGM	KSW to prepare the AGM motion to update item 9d of the constitution, and update the handbook as agreed.	KSW
18. Kit	CT to purchase small semi-dry cags, and six Yak neoprene spraydecks.	CT

### Appendix 1

#### I) Proposed Changes to the Constitution for consideration at the April 2009 AGM

##### Current

##### 9. Finance

d) The Treasurer and the Secretary or the Chairman shall be signatories on all cheques paid on behalf of the Club.

##### Proposed

##### 9. Finance

d) All cheques paid on behalf of the club will be signed by two of the three Signatories. One of these Signatories will be the Treasurer and the remaining two are to be members of the Management Committee, usually the Chair and Secretary although the Management Committee may select signatories as appropriate.

#### II) Changes to the Handbook agreed at this meeting

##### Previous

##### Section 7, Part 1 – Duty Person

1.3 The Duty Person's function is to:

b) Act as the focal point for new members / visitors, give out the information leaflets, collecting the £2 casual users fee where necessary and passing monies collected onto the Treasurer

##### New

##### Section 7, Part 1 – Duty Person

1.3 The Duty Person's function is to:

b) Act as the focal point for new members / visitors, give out the information leaflets, collecting fees where necessary and passing monies collected onto the Treasurer.