

# Regents Canoe Club

## Committee Meeting Minutes



**Date:** Monday, 15<sup>th</sup> September 2014

**Time:** 19:30 - 20:50

**Location:** Benches, Regents Canoe Club, 16-34 Graham Street, London N1 8JX

### Item

#### 1. Welcome & Apologies

**In Attendance:** Sarah Gibbs, Sean Clarke, Myles Johnson, Ian Tokelove, Sarah Ford, Mark Rowe, Ben McPhee, Steffi Thorhauer-White

**Apologies received:** Clarissa Horilczenko

**Other members present:** None

**Chair:** Sarah Gibbs

**Minutes:** Sean Clarke

#### 2. Minutes: 11<sup>th</sup> August Committee Meeting

The minutes of the 11<sup>th</sup> August 2014 Committee meeting were agreed and signed off.

#### 3. Matters Arising: 11<sup>th</sup> August 2014 Committee Meeting

##### COMPLETED ITEMS:

All completed items were agreed.

##### ONGOING / REPORTS:

- *MJ to liaise with Lee Valley to explore options for working together* - MJ noted that Lee Valley have expressed an interest to work with RCC. The Committee agreed that it could be beneficial to get a working relationship and request for discounts in exclusive hire and a partnership for whitewater safety training.
- *BM to approach Mike Cross, Mark Rowe, Ian White, Greg Dinner and a broader notice to ask for assistance with assessing club boats and making repairs where possible and identifying boats that need further work* - no response received so far, looking to expand search for helpers. SG to put a note in NfC to seek more volunteers, BM to agree a date after the NfC and go ahead with the boat assessments.
- *SC & MJ to reconcile income from boat sales* - SC noted that three boats have been sold so far. IT will promote wider once SC has confirmed details to MJ & IT
- *CH to approach Mickey Gordon regarding BCU Coaching Training for club members* - Ongoing
- *SF to request IBC to empty the bins onsite* - Done, bins emptied. Item closed

##### ACTIONS:

- **MJ to liaise with Lee Valley to explore options for working together**
- **SG to seek helpers for boat assessment and repairs via NfC**
- **BM to agree a date for assistance with assessing club boats and making repairs where possible and identifying boats that need further work and publish via NfC and Facebook**
- **SC to provide MJ & IT with current list of boats sold and what remains**
- **IT to publish outside the club for boat sales**
- **CH to approach Mickey Gordon regarding BCU Coaching Training for club members**

#### 4. Equipment Officer Report

- *Lost kit* - No lost kit reported.
- *Equipment Hire* - BM proposed that now he was back full time that kit hire be managed by four people: himself, Steffi, Kate Balderson and Annie Dinner. The Committee agreed. BM also proposed a new kit hire sheet to identify exactly which person took the kit booking - all agreed.

#### 5. Health & Safety, Training & Incident Reports

- *Incidents* - none presented.
- *Training Subsidies* - SC on behalf of CH presented the following request for training subsidies:
  - The following people applied for a second 40% subsidy for BCU L2 Training course held in October 2014. Total

## Regents Canoe Club Committee Meeting Minutes

course cost was £289.00. Each applied for a subsidy of £115.60.

- Sean Clarke - All agreed

- *Training Meeting* - CH advised through SC that the minutes will be ready for the next meeting. SC provided an update to the Committee of the Training Meeting noting that the previous years progress of developing the Training Calendar worked well and no major changes were proposed. It was noted that CH will select dates for Training in 2015 later this year and publicise so that all coaches can get the dates in their diaries early. It was also noted that there will probably be a new one nighter "Train the Trainer" session that will be run for anyone who wants to help out on coached trips so they understand the format and how the coaching will be delivered.

### 6. New Website

IT previously circulated a link to the Committee of the draft new website. All agreed it looked great and thanked IT for his hard work. MR noted that there weren't enough photos of him on the website and can more be added.

IT went through the various pages of the website where he required updates and confirmed details as required. IT noted that since his computer crashed, he didn't have some of the documents that needed to be on the website. SC agreed to locate originals and supply to IT for publishing. IT will make amendments and then notify the Committee before the website is ready to be launched for a final proof read.

#### ACTIONS:

- **SC to supply IT with copies of various policies, training resources and insurance and affiliation details for publishing to the new RCC website**
- **IT to update new website and request Committee to proof read prior to launch**

### 7. Any Other Business

- *SGM* - the Committee discussed whether or not they felt holding a Special General Meeting (SGM) would be appropriate. The Committee noted that as equipment hire was down and the current fleet of boats was fairly new, it would be prudent to make repairs to the existing fleet rather than purchase new boats. The Committee noted that there would be a requirement to make repairs to some of the kit hire cags and purchase a couple of new helmets and BAs which would not require an SGM. The decision was made not to hold a Special General Meeting at this point in time. ST-W noted that there appears to be less club kit hire BAs and helmets and requested a kit amnesty for the return of any kit. SG will notify of a kit return amnesty in NfC.
- *Quiz Night* - SC noted a good response so far but would be nice to get some of the more regular faces to come along too - the Committee agreed to put the date in their collective diaries
- *Bobby Chen* - the Committee noted that it was three years to the day of the passing of Bobby Chen and noted condolences in memory of his passing

#### ACTIONS:

- **SC to remove the Special General Meeting from the Club Calendar**
- **SG to seek a kit return amnesty in NfC**

### 8. Date & Time of Next Meeting(s)

The Committee confirmed the following dates for Committee Meetings:

- Monday, 13<sup>th</sup> October 2014 (19:30 - 21:30) - Committee Meeting (**Confirmed**)
- Thursday, 13<sup>th</sup> November 2014 (19:30 - 21:30) - SGM (**Cancelled**)
- Monday, 24<sup>th</sup> November 2014 (19:30 - 21:30) - Committee Meeting (**Confirmed**)
- Monday, 08<sup>th</sup> December 2014 (19:00 - 22:00) - Committee Dinner (**Confirmed**)

### 9. Close

#### Summary of Action Items

- MJ to liaise with Lee Valley to explore options for working together
- SG to seek helpers for boat assessment and repairs via NfC
- BM to agree a date for assistance with assessing club boats and making repairs where possible and identifying boats that need further work and publish via NfC and Facebook
- SC to provide MJ & IT with current list of boats sold and what remains
- IT to publish outside the club for boat sales

## Regents Canoe Club

### Committee Meeting Minutes

- CH to approach Mickey Gordon regarding BCU Coaching Training for club members
- SC to supply IT with copies of various policies, training resources and insurance and affiliation details for publishing to the new RCC website
- IT to update new website and request Committee to proof read prior to launch
- SC to remove the Special General Meeting from the Club Calendar
- SG to seek a kit return amnesty in NfC