

Regents Canoe Club

Committee Meeting Minutes

Date: Thursday, 19th February 2015

Time: 19:30 - 20:30

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



Item

1. Welcome & Apologies

In Attendance: Sarah Gibbs, Sean Clarke, Clarissa Horilczenko, Ben McPhee, Myles Johnson, Mark Rowe
Apologies received: Steffi Thorhauer-White, Ian Tokelove, Sarah Ford
Other members present: None
Chair: Sarah Gibbs
Minutes: Sean Clarke

2. Minutes: 08th January Committee Meeting

The minutes of the 08th January 2015 Committee meeting were agreed and signed off.

3. Matters Arising: 08th January 2015 Committee Meeting

COMPLETED ITEMS:

All completed items were agreed.

ONGOING / REPORTS:

- *BM to follow up with IBC re RCC boat dispositions* - Not yet done. Looking into selling to kayak supplier from Carlisle.
- *SC to advertise remaining boats for sale as one job lot on UKRGB if no further sales before end of January* - awaiting sales response from BM before able to complete.
- *CH to investigate using Dartmoor Training Centre credit note for an Open Boating weekend before financial year end* - not done
- *BM to confirm plans for Murder Mystery Paddle* - use of castle is too expensive, now looking into alternative venues.
- *STW to approach Deborah Mackie to enquire about availability to help with kit hire once a fortnight* - approached. Deborah is okay to help out but not too often due to distance required to travel to/from home. Item closed.
- *MJ & BM to investigate options for simpler and more regular kit hire finances reconciliations* - in process, should be complete by next Committee meeting.
- *BM to follow up with outstanding kit hire return by a member and ensure that it is returned and doesn't happen again* - member has returned kit. Member is disputing outstanding fine. BM will follow up.
- *BM to replace six of the pool decks with canal use decks - small waist size* - SC completed on Tuesday's pool session. Item closed.
- *STW to ask Ian White to have a look at repairing some of the pool boats* - now become a critical urgency as many boats are missing back straps. BM will purchase some new ratchets and back straps. All Committee members to assist where possible in upkeep of the pool boats.
- *CH to publish the RCC 2015 Training Calendar* - not yet done.
- *CH to organise a Train the Trainer evening for budding assistant coaches* - not yet done.
- *STW & MR to review H&S policies with view to bring to next meeting if required* - not yet done. ST-W to review with MR whether still required or not.

ACTIONS:

- **BM to follow up with IBC re RCC boat dispositions**
- **SC to advertise remaining boats for sale as one job lot on UKRGB if no further sales before end of February**
- **CH to investigate using Dartmoor Training Centre credit note for an Open Boating weekend before financial year end**
- **BM to confirm plans for Murder Mystery Paddle**
- **MJ & BM to investigate options for simpler and more regular kit hire finances reconciliations**
- **BM to follow up with outstanding kit hire fine**
- **STW to ask Ian White to have a look at repairing some of the pool boats**
- **BM to purchase additional ratchets and back braces for pool boats**
- **CH to publish the RCC 2015 Training Calendar**
- **CH to organise a Train the Trainer evening for budding assistant coaches**
- **STW & MR to review H&S policies with view to bring to next meeting if required**

4. Equipment Officer Report

- *Lost kit* - No lost kit reported

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- *Boat sales* - BM has approached a kayak supplier from Carlisle to see if they are interested in bulk buying the remainder of the boats for disposition. Answer should be received in next week or two. BM will update SC for further advertising of boats for sale if needed.
- *Mamba repairs* - BM reported that club Mambas are losing their screws very frequently and will purchase new screws. Additionally, BM will attempt to repair the cracked cockpit on one of the Mambas which appears to have been cracked through over tightening of straps.

5. Health & Safety, Training & Incident Reports

- *Incidents* - None presented
- *Training Subsidies* - CH presented the following request for training subsidy:
 - The following people applied for a 40% subsidy for BCU 4* Inland White Water Kayaking Training held in December 2014. Total course cost was £165.00. Each applied for a subsidy of £66.00.
 - Sean Clarke - All agreed
- *Intro to White Water Course* - CH reported that there are currently eight people signed up for the course. Five are current members and there are still about eight weeks until the course commences.
- *Rolling Course* - CH reported that there are a number of people who didn't get on the first rolling course and would like a second one organised as soon as possible rather than waiting until later in the year. The Committee agreed CH should book another course and liaise with MJ to book pool sessions.

ACTIONS:

- **CH to organise a second rolling course as soon as possible**

6. AGM prep

SC noted the items that need to be agreed upon prior to the next meeting in preparation for the AGM:

- *Accounts* - MJ is up to date and lined up the Auditor for the annual accounts to be ready in time
- *Membership Fees* - following earlier review of club finances, and MJ's recommendation, the Committee agreed not to increase the membership fees for 2015/16. The Committee then queried the IBC Rent Agreement. SC noted that the current agreement expires on 31st March 2015. The Committee agreed for SG & MJ to approach IBC with regard to the new contract and feedback at the next meeting
- *AGM date* - the Committee confirmed the proposed date for the AGM of 16th April. SC and SG noted that notice has now already been given in the website calendar and via Notes from Canalside.
- *Committee positions* - the Committee agreed to use the current Committee Role descriptions in the promotion of members getting involved with the Committee.

ACTIONS:

- **SG & MJ to liaise with IBC regarding Rental Agreement and feedback at next Committee meeting**

7. Any Other Business

- *Ordinary Officer* - SC proposed the removal of the Newsletter Editor position from the Committee and replacing it with another Ordinary Officer role. This would keep the Committee number at ten. The Committee agreed with the proposal and asked SC to bring proposed changes to the Constitution to the next Committee meeting
- *Freestyle Sessions* - SC requested pool sessions to be booked for a series of Intro to Freestyle sessions similar to those he ran early last year. The Committee agreed. SC to liaise with CH regarding dates and MJ to book the pool sessions.
- *Bring, Buy & Swap* - SC asked whether it would be good time to hold a Bring, Buy & Swap evening. The Committee agreed it would be a good idea to wait until the clocks have changed and then use a canal session. SC to organise.

ACTIONS:

- **SC to propose Constitution amendments for removal of Newsletter Editor and replacing with Ordinary Officer role**
- **SC to organise Intro to Freestyle sessions at the pool**
- **SC to organise a Bring, Buy & Swap night at the canal in early April**

8. Date & Time of Next Meeting(s)

The Committee confirmed the following dates for Committee Meetings:

- Thursday, 19th March 2015 (19:30 - 21:30) - Committee - AGM Prep (**Confirmed**)
- Thursday, 16th April 2015 (20:00 - 22:00) - Annual General Meeting (**Confirmed**)

9. Close

Summary of Action Items

- BM to follow up with IBC re RCC boat dispositions

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- BM to confirm plans for Murder Mystery Paddle
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- BM to follow up with outstanding kit hire fine
- STW to ask Ian White to have a look at repairing some of the pool boats
- BM to purchase additional ratchets and back braces for pool boats
- CH to publish the RCC 2015 Training Calendar
- CH to organise a Train the Trainer evening for budding assistant coaches
- STW & MR to review H&S policies with view to bring to next meeting if required
- CH to organise a second rolling course as soon as possible
- SG & MJ to liaise with IBC regarding Rental Agreement and feedback at next Committee meeting
- SC to propose Constitution amendments for removal of Newsletter Editor and replacing with Ordinary Officer role
- SC to organise Intro to Freestyle sessions at the pool
- SC to organise a Bring, Buy & Swap night at the canal in early April