

Regents Canoe Club

Committee Meeting Minutes

Date: Thursday, 27th April 2015

Time: 19:30 - 21:30

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



Item

1. Welcome & Apologies

In Attendance:	Sean Clarke, Clarissa Horilczenko, Ben McPhee, Sarah Ford, Luke Smalley, Olga Bestchasnykh, Steffi Thorhauer-White, Ben Parkes, Matt Collins
Apologies received:	Ian Tokelove
Other members present:	Ian White
Chair:	Sean Clarke
Minutes:	Olga Bestchasnykh

2. Minutes: 19th March Committee Meeting

The minutes of the 19th March 2015 Committee meeting were agreed and signed off.

3. Matters Arising: 19th March 2015 Committee Meeting

COMPLETED ITEMS:

All completed items were agreed.

ONGOING / REPORTS:

- *New Committee to investigate options for simpler and more regular kit hire finances reconciliation* - BM & STW reported that they had already met and agreed a new kit hire sheet and weekly finance reconciliations. Item closed.
- *New Committee to follow up outstanding kit hire fine* - BM reported that the fine has now been paid. Item closed.
- *New Committee to organise a second 2015 Rolling Course as soon as possible* - CH reported that three additional rolling courses were drafted in the Training Calendar and now just need to be added to the RCC Calendar. Item closed.
- *SG & SC to liaise with IBC regarding Rental Agreement and confirm with New Committee* - SC reported that IBC have made contact and asked for time to review the agreement. SC requested that STW assist in the process now that SG has left the Committee. All asked that SC include full site access and the request of no IBC vehicles parked onsite during club nights.
- *New Committee to arrange a Boat Fixing afternoon and encourage participation from all club members* - BM took the action. SC noted that he would speak to IBC to ask if they could assist with site access and site cleaning with a joint BBQ for helpers.
- *New Committee to decide whether to swap canal and trip kit storage places* - BM reported that Kit Officers had requested not to make the change. The Committee asked BM to review and make a proposal at the next Committee meeting.

ACTIONS:

- **SC & STW to liaise with IBC regarding Rental Agreement and confirm agreements with Committee**
- **BM & SC to liaise with IBC and members to agree a weekend date for boat repairs and site cleaning**
- **BM to evaluate moving hire kit from outside cupboard to inside cupboard and make proposal for action**

4. AGM Minutes: 16th April 2015 Annual General Meeting

The minutes of the 16th April 2015 Annual General Meeting were agreed for accuracy and confirmed for approval at the next AGM.

5. Matters Arising: 16th April 2015 Annual General Meeting

COMPLETED ITEMS:

None to report.

ONGOING / REPORTS:

- *Incoming Committee to review areas to recuperate losses from last and this financial year* - SC & STW outlined the financial status of the club including the deficit to the club's books over the last two years. SC noted that the club had spent a significant amount on new boats in the preceding three years and as such the club was carrying a large operating depreciation cost. SC also noted that only one Introduction to White Water Kayaking Course was held rather than the usual two leading to less upfront income from the course and less equipment hire from beginner paddlers hiring kit. The Committee agreed the priority was to run two IWWK courses in 2015. SC stated that he was very reluctant for the new Committee to make sweeping cost cuttings at the detriment of club members. STW proposed areas that she and the outgoing Treasurer had discussed as possible cost saving areas for the club:
 - *Training Subsidies* - STW proposed a cut to training subsidies offered by the Committee to members undertaking leadership, coaching, safety and first aid qualifications. The Committee discussed the merits of the subsidies and whether or not to continue with them at all or to cut the amount. The Committee agreed to suspend the second 40% subsidies for six months with a view to review the club's finances in six months and make a decision based upon the financial status of the club at that time. The timeframes for submitting the second 40% subsidy applications will be suspended at no penalty to members

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applying for the second 40% subsidies during this period.

- *Coached Trip Subsidies* - STW & CH proposed coached trip subsidies to be paid for out of coached trip expenses rather than paid for by the club. Discussion took place regarding whether this would put coaches and/or students off participating in coached trips. The Committee agreed that STW & CH would investigate three options: 1) coach expenses to be paid by the club, 2) coach expenses to be paid for by the trip attendees, and 3) no coach expenses to be paid ; and report back to the Committee with a proposal for action
- *Pool Sessions* - STW proposed that the club could reduce the cost of pool sessions by reducing their length of time or increase income by increasing the cost of attending pool sessions. The Committee agreed that increasing the cost would put members off attending and would create potential cash handling issues for pool helpers if the price was not a "fixed" note price. BM suggested promoting training themes at pool sessions to encourage more use of pool sessions e.g. bracing, edging, rescues, t-rescues, rolling. The Committee agreed that the next series of pool sessions (booked in three month batches) will be reduced to one hour in length and feedback from the membership will be sought.
- *Incoming Committee to review pool use by Castle Canoe Club and seek assistance in pool kit repairs* - SC clarified for the new Committee the arrangement in place for Castle Canoe Club to use RCC boats and kit at Britannia Leisure Centre. The Committee agreed the current agreement was suitable but in addition to ask Castle Canoe Club to assist with boat repairs from time to time. STW will arrange with Castle Canoe Club when they next agree dates for use of the pool kit.
- *Incoming Committee to review communication methods with membership and identify appropriate channels for various types of communications* - SC clarified the issue with the new Committee regarding use of *Notes from Canalside (NfC)*, Facebook, email and the website. The committee agreed that *NfC* and the website should be the primary methods of communication to members. SC, IT & MC will be group admins on the Facebook group and encourage all members to use *NfC* as the communications method for any trip planning. The Facebook group to be used for photos, banter and any last minute planning e.g. looking for friends to head to Lee Valley. Item closed.

ACTIONS:

- **IT to remove the second subsidy form from the website and update the text accordingly**
- **SC to update the first subsidy form text and publish to the website**
- **CH & STW to review Coached Trip Expenses and make proposal for taking forward**
- **STW to book the next batch of pool sessions as one hour sessions only**
- **SC to survey membership on their thoughts regarding reducing pool session times, coached trip expenses, & training subsidies**
- **STW to liaise with Castle Canoe Club to request assistance with pool boat repairs from time to time**

6. Committee Handover

- *Committee meeting frequency* - SC asked the Committee how regularly they wanted to meet. The committee agreed to meet every five to six weeks unless needed more regularly.
- *Club keys* - SC thanked Krzysztof Trczinski, Steffi Thorhauer-White, Christine Dove, & Ben McPhee for being club key holders for the last year. SC asked for nominations for club key holders for the new year. STW requested to no longer be a club key holder. OB agreed to become a key holder instead. SC to approach KT & CD to confirm they are willing to remain as key holders
- *Pool Helper Organiser* - SC thanked Mark Donaldson for being the Pool Helper Organiser for the last year. The Committee agreed to ask MD to remain as Pool Helper Organiser - STW to confirm.
- *NME Organiser* - SC thanked Steffi Thorhauer-White for being NME Organiser for the past two years. The Committee agreed it was now running smoothly. STW stepped down as Organiser. SF agreed to take on the role.
- *Duty Rota Co-ordinator* - SC thanked Sarah Ford for being the Duty Rota Coordinator for the past year. SF stepped down as Co-Ordinator. LS agreed to take on the role. SF will hand over during May
- *Profile of Committee* - SC requested that the Committee be a visible and approachable group of members throughout the year. SC requested that all Committee members attend at least one canal or pool session each month to act as a focal point for members with any questions or concerns. SC also requested to assist in the running of NMEs that each Committee member attends at least one NME throughout the year as acts as the membership form and money collector and also to act as a focal point for those new members joining at that session. All Committee members agreed to the proposals.

ACTIONS:

- **SC to approach Krzysztof Trczinski and Christine Dove to confirm they are willing to continue to be club key holders**
- **STW to approach Mark Donaldson to confirm he is willing to continue as Pool Helper Organiser**
- **STW to handover NME Organiser role to SF**
- **SF to handover Duty Rota Co-Ordinator role to LS**
- **All Committee members to nominate to LS which month they will assist/run an NME during the year**

7. Equipment Officer Report

- *Lost kit* - No lost kit reported

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- *Pool boats* - BM reported that he has made some more repairs to pool boats and is getting assistance from Ian White and STW. SC noted that additional better condition decks had now been moved to the pool from the canal.

8. Health & Safety, Training & Incident Reports

- *Incidents* - None presented
- *Training Subsidies* - CH presented the following requests for training subsidy:
 - The following people applied for a 40% subsidy for BCU 5* Inland White Water Kayaking Training held in March 2015. Total course cost was £165.00. Each applied for a subsidy of £66.00.
 - Sean Clarke - All agreed
 - The following people applied for a 40% subsidy for BCU Level 2 Assessment held in April 2015. Total course cost was £125.00. Each applied for a subsidy of £40.00.
 - Sean Clarke - All agreed
 - The following people applied for a 40% subsidy for White Water Safety & Rescue Training held in April 2015. Total course cost was £187.00. Each applied for a subsidy of £74.80.
 - Sean Clarke - All agreed
 - Gemma Wilson - All agreed
- *Intro to White Water Course* - CH reported that the course was now full with 15 students. CH also noted that a successful Train The Trainer session was held prior to the first IWWK session.

9. Any Other Business

- *Pool Storage* - STW asked if anyone knew whether the electric circuit breaker in the pool storage room was live. No one was able to answer. STW to investigate with GLL and report back.
- *Summer BBQ date* - SC proposed June 4th as the first summer BBQ. All agreed. MC to coordinate
- *Membership renewals* - SC noted the membership year needs to be opened shortly for renewals. All agreed to open the membership year for renewals on Wednesday, 29th April.
- *Tryweryn paddling discount arrangements* - SC noted that club members can get the British Canoeing discount at the Tryweryn through the club's membership. Members just need to approach a Committee member a week before their trip in order for SC or OB to liaise with Canolfan Tryweryn. SC to advertise in NfC
- *Trip deposit payment and etiquette* - SC noted that the recent Tryweryn trip had several members pull out at last minute and claim to not have to pay the deposit payment as they had pulled out. The Committee agreed that once a member had emailed to ask to be on a trip, that was the point of commitment and when they are then liable for the deposit payment. MC & Ian White to canvass members for suggestions for a web article on *Good Trip Etiquette*. SC to remind members through NfC of commitment to pay and non-refundable deposit payments.
- *AOB items* - SC asked that Committee members raise AOB and agenda items with OB prior to the Committee meeting rather than having an open floor for AOBs. AOBs to be primarily for any urgent matters or matters being raised by club members. All agreed.

ACTIONS:

- **STW to investigate electric circuit breaker in pool storage cupboard and report back**
- **SC to release a special NfC regarding membership renewals on Wednesday, 29th April**
- **SC to advertise discount Tryweryn paddling through the club's membership**
- **MC & Ian White to canvass members for example of Good Trip Etiquette for inclusion in a web article**
- **SC to remind members of commitment to pay trip deposits when asking to be on trips**

10. Date & Time of Next Meeting(s)

The Committee confirmed the following dates for Committee Meetings:

- Monday, 18th May 2015 (19:30 - 21:30) - Committee Meeting (**Confirmed**)
- Monday, 29th June 2015 (19:30 - 21:30) - Committee Meeting (**Confirmed**)
- Monday, 03rd August 2015 (19:30 - 21:30) - Committee Meeting (**Confirmed**)

11. Close

Summary of Action Items

- SC & STW to liaise with IBC regarding Rental Agreement and confirm agreements with Committee
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