

Regents Canoe Club Committee Meeting Minutes

Date: Monday, 18th May 2015

Time: 20:00 - 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 Beschastnykh, Steffi Thorhauer-White, Ben Parkes, Ian Tokelove

Apologies received: Matt Collins

Chair: Sean Clarke

Minutes: Olga Beschastnykh

2. Minutes: 27th April Committee Meeting

The minutes of the 27th April 2015 Committee meeting were agreed and signed off.

3. Matters Arising: 27th April 2015 Committee Meeting

COMPLETED ITEMS:

All completed items were agreed.

- *IT to remove the second subsidy form from the website and update the text accordingly* - website updated - item closed.
- *SC to update the first subsidy form text and publish to the website* - document updated and published - item closed
- *SC to approach Krzysztof Trczinski and Christine Dove to confirm they are willing to continue to be club key holders* - SC emailed and both confirmed happy to remain as key holders - item closed.
- *STW to investigate electric circuit breaker in pool storage cupboard and report back* - STW spoke to GLL and confirmed that some of the breakers are still live and as such, our boats and kit are now being stored under the slide. More information to be provided at the meeting - item closed and update put on agenda.
- *SC to release a special NfC regarding membership renewals on Wednesday, 29th April* - NfC released. Memberships open for renewal. Update on agenda - item closed
- *SC to advertise discount Tryweryn paddling through the club's membership* - advert added to NfC - item closed.
- *SC to remind members of commitment to pay trip deposits when asking to be on trips* - item added to NfC of 17th May - item closed.

ONGOING / REPORTS:

- *SC & ST-W to liaise with IBC regarding Rental Agreement and confirm agreements with Committee* - Item is paused as Leo from IBC is not back on site until the 1st of June
- *BM & SC to liaise with IBC and members to agree a weekend date for boat repairs and site cleaning* - Ongoing - SC spoke with Leo from IBC and the proposed date was Bank holiday weekend, which is not appropriate given RCC Tryweryn trip over the same weekend.
- *BM to evaluate moving hire kit from outside cupboard to inside cupboard and make proposal for action* - BM clarified that kit officers are happy with current arrangements given warmer weather. BM would like to propose this goes to a forward agenda in six months time (November) and consult with kit officers then.
- *CH & ST-W to review Coached Trip Expenses and make proposal for taking forward* - Ongoing
- *ST-W to book the next batch of pool sessions as one hour sessions only* - ST-W has reported this has been arranged - Item Closed
- *SC to survey membership on their thoughts regarding reducing pool session times, coached trip expenses, & training subsidies* - SC reported that he received feedback from Committee members, which needs to be incorporated in the survey. CH proposed to include questions soliciting feedback on what training members would like to receive and provide. The Committee discussed the proposal and agreed to create a separate survey targeted specifically for those wishing to provide coaching. SC to send out a second draft of the survey incorporating current set of feedback
- *ST-W to liaise with Castle Canoe Club to request assistance with pool boat repairs from time to time* - Item was moved to a forward agenda for the Committee to review as Castle Canoe Club will not be using pool boats until end of year
- *ST-W to approach Mark Donaldson to confirm he is willing to continue as Pool Helper Organiser* - ST-W report that this has been done and Mark is happy to continue in his role - Item Closed
- *ST-W to handover NME Organiser role to SF* - ST-W reported this has been arranged - Item Closed
- *SF to handover Duty Rota Co-Ordinator role to LS* - SF report this has been arranged. LS to forward to SC the Duty Rota following membership confirmation
- *All Committee members to nominate to LS which month they will assist/run an NME during the year* - Ongoing. Committee

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members are to confirm to SF dates on which they will be present for the NME

- *MC & Ian White to canvass members for example of Good Trip Etiquette for inclusion in a web article* - Ian White has written an article incorporating feedback he's received to date. ST-W to type up and submit to SC for inclusion in NfC

ACTIONS:

- **SC & ST-W 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**
- **CH & ST-W to review Coached Trip Expenses and make proposal for taking forward**
- **SC to survey membership on their thoughts regarding reducing pool session times, coached trip expenses, & training subsidies**
- **LS to forward updated Duty Rota to SC**
- **All Committee members to nominate to LS which month they will assist/run an NME during the year**
- **ST-W to submit Ian White's article on Good Trip Etiquette to SC for inclusion in NfC**

4. Equipment Officer Report

- *Lost kit* - No lost kit reported
- *Damaged medium Mamba* - BM reported on the back of query from SC that the medium red Mamba with black tape cross is not usable for river trips and should be for canal use only due to existing damage. The boat is to be removed from the booking form list for trip hire
- *New equipment purchases* - BM reported that the Club needs to purchase new bolts and between 6-10 new cags. ST-W to approach Shepperton to see if they are likely to bring in new kit soon and discount previous season.
- *Canal decks* - BM proposed returning a number of canal decks back for river use, as there has been a shortage of decks available for river trips recently

ACTIONS:

- **BM to remove medium red Mamba from the kit booking form**
- **BM and ST-W to arrange purchases of bolts and cags**
- **BM to transfer canal decks back for river use/hire**

5. Health & Safety, Training & Incidents Reports

- *Incidents* - None presented
- *Training Subsidies* - CH presented the following requests for training subsidy:
 - 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.
 - Hannis Whittam - All agreed
- *Training articles for publication* - IT to chase members who have applied for training subsidies to submit articles for publication to the Club website
- *Training calendar* - CH requested feedback for the proposed training calendar for the remainder of 2015 and 2016. The Committee noted concerns around sourcing coaches and helpers for a period of two months of consecutive weekly events and proposed to move Rolling Course 2. CH to re-send the draft training calendar and the Committee members are to provide feedback by Friday. CH to incorporate feedback over the following weekend, source coaches and publish the calendar to Club website by Sunday
- *BCU 1 * course* - The Committee discussed the possibility of running a BCU 1* training course to increase training available to new club members. CH to incorporate the course in the training calendar
- *Exmoor coached trip* - BP to organize a club trip to Exmoor rivers in October

ACTIONS:

- **IT to chase members who have applied for training subsidies to submit articles for the NfC and Club website**
- **CH to re-circulate proposed Training calendar to the Committee, incorporate feedback over the following weekend, source coaches and publish the calendar to Club website**
- **CH to incorporate BCU 1 * course in the Training calendar**
- **BP to organize a club trip to Exmoor in October**

6. IWWK Update

- IT reported that 7 out of 15 places on the second IWWK course have been booked

7. Membership Renewal Update

- SC reported 56 memberships renewed and 18 New Members from May NME. Total 74 members as of 18th May 2015

8. Any Other Business

- *Boat storage at the pool* - ST-W reported that the cupboard is not safe due to presence of live circuit breakers. The boats

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have been moved from the cupboard to be stored on the side of the pool. Britannia Leisure Centre has no concerns around new boat storage and is open to use of locks. The Committee discussed purchase of locks to link the boats and decks together to prevent theft. The item is to be reviewed following the Club's risk assessment next month. ST-W to write a note for the NfC to note the change to pool boat storage arrangements

- *Summer BBQ update* - SC reported on behalf of MC that the BBQ has been scheduled for June 4th and needs additional volunteers. In addition to Selina Keppsele, LS has also volunteered to help.
- *Club support during Alps trip* - CH queried if there were any concerns around most of the Committee members being away during Alps trip. SC to arrange for keys for club opening and closing during the alps trip period
- *Health warning* - SC reported that one of the Club members has been prescribed antibiotics by their doctor after reporting flu-like symptoms similar to Leptospirosis; however, no blood test to confirm has been done. CH noted she will write a reminder to be included in NfC on ways to prevent the disease.

ACTIONS:

- **ST-W to write a note for the NfC to note the change to pool boat storage arrangements**
- **SC to arrange for keys for club opening and closing during the Alps trip period**
- **CH to write a reminder to be included in the NfC on ways to prevent Leptospirosis/Weil's disease**

9. Date & Time of Next Meeting(s)

The Committee confirmed the following dates for Committee Meetings:

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

10. Close

Summary of Action Items

- SC & ST-W 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
- CH & ST-W to review Coached Trip Expenses and make proposal for taking forward
- SC to survey membership on their thoughts regarding reducing pool session times, coached trip expenses, & training subsidies
- LS to forward updated Duty Rota to SC
- All Committee members to nominate to LS which month they will assist/run an NME during the year
- ST-W to submit Ian White's article on Good Trip Etiquette to SC for inclusion in NfC
- BM to remove medium red Mamba from the kit booking form
- BM and ST-W to arrange purchases of bolts and cags
- BM to transfer canal decks back for river use/hire
- IT to chase members who have applied for training subsidies to submit articles for the NfC and Club website
- CH to re-circulate proposed Training calendar to the Committee, incorporate feedback over the following weekend, source coaches and publish the calendar to Club website
- CH to incorporate BCU 1 * course in the Training calendar
- BP to organize a club trip to Exmoor in October
- ST-W to write a note for the NfC to note the change to pool boat storage arrangements
- SC to arrange for keys for club opening and closing during the Alps trip period
- CH to write a reminder to be included in the NfC on ways to prevent Leptospirosis/Weil's disease