

Date: Monday, 29th June 2015
Time: 19:30 - 21:30
Location: The Barge, Regents Canoe Club, 16-34 Graham Street, London N1 8JX



Item

1. Welcome & Apologies

In Attendance: Sean Clarke, Ben McPhee, Sarah Ford, Olga Beschastnykh,
Steffi Thorhauer-White, Ben Parkes, Ian Tokelove, Matt Collins

Apologies received: Clarissa Horilczenko, Luke Smalley

Other members present: Phil Seely

Chair: Sean Clarke

Minutes: Olga Beschastnykh

2. Minutes: 18th May Committee Meeting

The minutes of the 18th May 2015 Committee meeting were agreed and signed off.

3. Matters Arising: 18th May 2015 Committee Meeting

COMPLETED ITEMS:

All completed items were agreed.

- SC & ST-W to liaise with IBC regarding Rental Agreement and confirm agreements with Committee - SC met with Leo at IBC. Proposed IBC agreement on agenda for the meeting - Item Closed
- BM & SC to liaise with IBC and members to agree a weekend date for boat repairs and site cleaning - SC met with Leo at IBC. Proposals for closer ties between the two clubs on agenda for the meeting - Item Closed
- BM and ST-W to arrange purchases of bolts and cags - Kit purchased - Item Closed
- ST-W to submit Ian White's article on Good Trip Etiquette to SC for inclusion in NfC - Article posted to the Club website - Item Closed
- 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 - Item Closed
- ST-W to write a note for the NfC to note the change to pool boat storage arrangements - Article published in the NfC - Item Closed
- SC to arrange for keys for club opening and closing during the Alps trip period - Complete - Item Closed
- CH to incorporate BCU 1 * course in the Training calendar - Complete - Item Closed
- CH to write a reminder to be included in the NfC on ways to prevent Leptospirosis/Weil's disease - Complete - Item Closed

ONGOING / REPORTS:

- *LS to forward updated Duty Rota to SC* - LS is awaiting complete membership detail from MC, following closing of the membership renewal period - item ongoing
- *SC to survey membership on their thoughts regarding reducing pool session times, coached trip expenses, & training subsidies*
 - Committee has agreed to survey the whole membership on an annual basis. BP, SF, MC, SC, and OB to agree to meet in the next 4 weeks to discuss the survey structure - IT is to have the final review of the survey before circulation.
 - It was highlighted to the Committee that there are non-renewing Club members currently in possession of Club kit, so fines may need to be imposed - BM to reach out to the members to chase them on kit outstanding and issue fines as appropriate
- *All Committee members to nominate to SF which month they will assist/run an NME during the year* - Amended contact from LS to SF. Item outstanding
- *BM to transfer canal decks back for river use/hire* - Item outstanding
- *IT to chase members who have applied for training subsidies to submit articles for publication to the website*
 - IT reported that STW has submitted multiple articles for publication to the website and SC reported writing article on the progression to UKCC Level 2 coach qualification.
 - SC proposed for change to the subsidy form to state that subsidies will not be provided until articles for publication to the website are submitted - SC to publish the new form to the website once updated. ST-W will not authorise payment for subsidies until the article has been received by IT or SC.
- *BP to organize a Club trip to Exmoor in October* - Item amended to progression trip in the last quarter of 2015

ACTIONS:

- **MC to send complete member detail to LS following the closing of membership renewal period**

- **LS to forward updated duty Rota to SC**
- **BP, SF, MC, SC, and OB to agree to meet in the next 4 weeks to discuss a proposal for membership survey**
- **BM to reach out to the non-renewing members to chase on kit outstanding and issue fines as appropriate**
- **All Committee members to nominate to SF which month they will assist/run an NME during the year**
- **BM to transfer canal decks back for river use/hire**
- **SC to update the subsidy request form to include article requirement and publish it to the website**
- **BP to organize a progression trip in Q3 (last quarter of 2015)**

4. Equipment Officer Report

- *Lost kit* - No lost kit reported
- *Club boat repair update* - BP reported that following several designated repair sessions all boats have been checked and repaired where possible. 7 boats require more extensive repair and have been taken offsite
 - 3 boats taken by ST-W, 2 taken by BP, 2 taken by Mark Rowe and Claire Taylor
 - Liza Sumpter has offered to keep record of boats requiring repair under the supervision of BM
- SC proposed formalizing the persons undertaking the role of Deputy Equipment Officer. Deputies to have oversight of boat repair process including liaising with members when renting boats to report back to the Equipment Officer any boat damage incurred or found.
 - BP, Ian White, Liza Sumpter, with assistance from Kate Balderson and Debs Mackie to become Equipment Officer's deputies and oversee hire kit and boat repair
- It was reported that Club BA's need to be tested for buoyancy

ACTIONS:

- **BM to transfer canal decks back for river use/hire**
- **BP to oversee ongoing boat repair with the help of Deputy Equipment Officers**
- **BM to oversee buoyancy testing of club BAs**

5. Health & Safety, Training & Incidents Reports

- *Incidents* - 2 potential Incidents have been reported from the Alps trip
 - CH to chase on the Incident form from the confirmed hospital visit
 - IT to confirm whether the second potential incident was a hospital or doctor's office visit and report to CH as appropriate
- *Training Subsidies* - SC 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.
 - Ryan Warnock - All agreed
 - The following people applied for a 40% subsidy for Wilderness First Aid course held in April 2015. Total course cost was £160. Each applied for a subsidy of £64.
 - Ryan Warnock - All agreed
 - The following people applied for a 40% subsidy for the UKCC Level 2 Assessment held in June 2015. Total course cost was £150.00. Each applied for a subsidy of £60.
 - Sean Clarke - All agreed
 - Steffi Thorhauer-White - All agreed

ACTIONS:

- **CH to chase on the Incident form from confirmed hospital visit during the RCC 2015 Alps Trip**
- **IT to confirm whether a second Hospital was made during the RCC 2015 Alps Trip**

6. Membership renewal forms

- *MC's proposal to review use of paper forms in favor of web form to avoid errors* - MC has reported that the current process for new members is prone to data entry errors and has suggested web forms are utilised. The Committee is in favor of potential use of web forms - MC to review the option and implement following review with IT

7. Proposed Rental Agreement with IBC

- SC has reported on the conversation with Leo at IBC regarding site lease renewal and is to circulate the details to the Committee
- IBC has proposed to amend the current annual rent increase to a percentage increase for the next three years. As part of the negotiations the Committee proposes SC raises the following items with :
 - Exclusive access to the site on Mondays and Thursdays, i.e. no other site users
 - Site access on Sundays - SC to raise the possibility of all-day site access once a month for Club use and events and ensure that the Club has guaranteed site access on Sunday evenings for boat return

- Club Signage - members of the Committee request that better signs are posted at site access points and that the Club sign on the main doors to the site is updated

- To ensure closer ties between IBC and the Club going forward, it was proposed to hold a joint BBQ to include the IBC club staff - Proposal to invite IBC to the next scheduled Club BBQ on August 13th.

ACTIONS:

- **SC to continue to negotiate the RCC / IBC lease arrangements including Committee proposals**

8. Annual Review of Club's Risk Assessments

- Item is postponed to the next meeting - STW and SC to submit the Club's annual Risk Assessments to the Committee prior to the next meeting to solicit feedback

ACTIONS:

- **SC to circulate RCC Risk Assessments for comment prior to next Committee meeting**

8. Any Other Business

- *RCC duty book update* - ST-W noted that the current duty book is falling apart. MC and SC to update the book and supporting contents
- *Stopper for canoe paddle storage box lid* - ST-W has highlighted the risk of hand entrapment when using the canoe paddle storage box and proposed to install a stopper for the lid, which was approved by the Committee - Ian White has been asked to implement
- *2nd Summer BBQ* - August 13th was proposed as the date for the next Club summer BBQ which was approved by the Committee. SF is to confirm the dates and solicit help, while SC is to invite IBC to the event. OB has suggested that a Bring, Buy and Swap event is held at the same time to provide the Club Members with an opportunity to sell any unwanted equipment.
- *Trip and training advertisements on Facebook* - IT has reported on the recent posts to the Club's Facebook page advertising potential trips, which have not been previously advertised in NfC. SC is to reach out to the membership and remind the importance of advertising trips in NfC prior to or at the same time as Facebook.
- *Emergency car repair fund for drivers* - OB raised an informal proposal from a Club member on providing an emergency car repair fund for drivers during Club trips. SC reported that he has previously discussed the proposal and provided a list of questions that should be addressed as part of the proposal. The Committee is happy to discuss the matter should a formal proposal for discussion be submitted.
- *Membership Renewal Update* - MC has reported that at the time of the meeting 130 people had officially renewed their membership
- *Club kit for sale* - ST-W highlighted that two Club cags are available for sale due to age and existing damage. A river cag with damaged wrist seal was agreed to be sold for £10, while a non-dry cag suggested for river use is to be sold for £2.
- *CH & ST-W to review Coached Trip Expenses and make proposal for taking forward* - ST-W suggested three potential proposals to reduce the monetary burden of coached trips on the Club's finances, which the Committee is to review and assess at the next meeting:
 - Requesting an additional contribution of £10 from members attending the trip as students
 - Reducing the subsidy for coach accommodation to 50%
 - Restricting the number of coached trips

ACTIONS:

- **MC and SC to update the RCC duty book and supporting contents**
- **ST-W to request Ian White's help in installing a stopper for the canoe paddle box lid**
- **SF to organize the next Club BBQ on August 13th with help from MC**
- **OB to organize Bring, Buy and Swap event during the Club BBQ event with help of BP**
- **SC to remind members of the importance of ensuring any trips are posted in NfC**
- **ST-W to advertise two cags available for sale**
- **ST-W & CH to review Coached Trip expenses and circulate proposals to Committee for discussion at next meeting**

9. Date & Time of Next Meeting(s)

The Committee confirmed the following dates for Committee Meetings:

- Monday, 03rd August 2015 (19:30 - 21:30) - Committee Meeting (**Confirmed**)
- Monday, 7th September 2015 (19:30 - 21:30) - Committee Meeting (**Confirmed**)
- Monday, 19th October 2015 (19:30 - 21:30) - Committee Meeting (**Confirmed**)

10. Close

Summary of Action Items

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- BM to reach out to the non-renewing members to chase on kit outstanding and issue fines as appropriate
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- BP to organize a progression trip in Q3 (last quarter of 2015)
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- BP to oversee ongoing boat repair with the help of Deputy Equipment Officers
- BM to oversee buoyancy testing of club BAs
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- SC to continue to negotiate the RCC / IBC lease arrangements including Committee proposals
- SC to circulate RCC Risk Assessments for comment prior to next Committee meeting
- MC and SC to update the RCC duty book and supporting contents
- ST-W to request Ian White's help in installing a stopper for the canoe paddle box lid
- SF to organize the next Club BBQ on August 13th with help from MC
- OB to organize Bring, Buy and Swap event during the Club BBQ event with help of BP
- SC to remind members of the importance of ensuring any trips are posted in NfC
- ST-W to advertise two cags available for sale
- ST-W & CH to review Coached Trip expenses and circulate proposals to Committee for discussion at next meeting