

Regents Canoe Club

Committee Meeting Minutes

Date: Monday, October 19th 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, Olga Beschastnykh, Sarah Ford, Steffi Thorhauer-White, Ben Parkes, Matt Collins
Apologies received:	Clarissa Horilczenko
Other members present:	Gemma Wilson, Isabelle Cartwright, Kate Balderson
Chair:	Sean Clarke
Minutes:	Olga Beschastnykh

2. Minutes: September 14th Committee Meeting

The minutes of the September 14th Committee meeting were agreed and signed off.

3. Matters Arising: September 14th Committee Meeting

COMPLETED ITEMS:

All completed items were agreed.

- *IT to confirm whether a second Hospital was made during the RCC 2015 Alps Trip* - IT confirmed that there was a visit to GP not to the Hospital. CH to request that second form is submitted - Item Closed
- *LS to include a note in the duty email requesting duty officers to watch out for members using IBC kit* - Completed - Item Closed
- *ST-W to organise regular half hour training events over the winter months to encourage participation at the canal* - Completed - Item Closed
- *BP to investigate alternative locations for pool sessions* - BP has contacted neighbouring Councils and received a negative response so far. Item added to future agenda to be revisited in January - Item Closed
- *SC & ST to review IBC kit for any misplaced RCC kit - Decks have been checked* - Item Closed
- *All Committee members to canvas membership in order to obtain solid feedback on pool session times and costs* - Item Closed
- *Pool session feedback, timing proposals and any cost proposals to be on the October Committee agenda* - Item Closed
- *SC to put a note in the NfC to request members do not use IBC kit* - KB to take over the item - Item Closed

ONGOING / REPORTS:

- *CH to chase on the Incident forms from confirmed hospital visit and GP visit during the RCC 2015 Alps Trip* - Item Ongoing
- *CH to plan leadership weekend logistics and training plan* - SF has been helping CH with the action and currently looking for leaders to help run the training course before scheduling the trip - Item Ongoing

ACTIONS:

- **CH to chase on the Incident forms from confirmed hospital visit and GP visit during the RCC 2015 Alps Trip**
- **CH and SF to plan leadership weekend logistics and training plan**
- **OB to add search for alternative locations for pool sessions to January agenda**

4. Equipment Officer Report

- KB inquired about the availability of updated kit inventory - ST-W to send an updated inventory list to KB, including list of boats currently under repair
- KB highlighted that new Deputy Equipment Officers are needed - KB to reach out to Club members to resolve
- KB noted that there have been reports of lack of pool decks - KB to check currently available decks at the pool and transfer canal decks as needed
- KB noted that aside from concerns of use of IBC kit, there have also been issues with timely kit returns
 - *SF and KB to add a note in the NME materials regarding use of IBC Kit. MC to include the note in the welcoming email to new members*
 - *KB to draft a note for NfC regarding kit returns and use of IBC kit for all members*
- *KB noted a report from Emma Birtles that one of the boats in Scotland has a split that has been fixed. Boat to be switched to canal use only - KB to make a note in the Equipment Officers' book*

ACTIONS:

- **ST-W to send an updated inventory list to KB, including list of boats currently under repair**
- **KB to reach out to Club members to source additional Deputy Equipment Officers**
- **KB to check currently available decks at the pool and transfer canal decks as needed**
- **SF and KB to add a note in the NME materials regarding use of IBC Kit**
- **MC to include the note regarding use of IBC kit in the welcoming email to new members**
- **KB to draft a note for NfC regarding kit returns, use of IBC kit and proper boat storage for all members**
- **KB to note the boat number switched to canal-only use in the Equipment Officers' book**

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5. Health & Safety, Training & Incidents Reports

- *Incidents* - None reported
- *Training Subsidies* - OB presented the following request for training subsidy:
 - The following people applied for a 40% subsidy for BC Moderate Water Endorsement Training held in September 2015. Total course cost was £194. Each applied for a subsidy of £77.60.
 - Sean Clarke - All agreed
 - It was noted that no funds should be disbursed until an article on the course is published in NfC

6. Pool Session Feedback

- The Committee has previously discussed and agreed on actions to reduce overcrowding at pool sessions. The risk assessment was reviewed and published to limit the number of people in kayaks at the pool at 16 per session.
- The Committee discussed at length the duration of pool sessions, the cost of the sessions and the income from the sessions.
 - BP reported discussion with Mark Donaldson that suggests potentially an increase to the cost of session may be required.
 - ST-W proposed that a vote to the wider membership on the increase of the cost of the sessions should be held. The Committee agreed that it was within the remit of the Committee to decide on the cost of pool sessions.
 - SF noted that only five shorter sessions have been held and this may not be a sufficient sample size to judge where overcrowding would persist through the year as such, it would not be beneficial to make any decisions based on just five sessions and a longer sample period was needed - the November meeting was deemed appropriate time.
 - SC proposed that he and ST-W compile information around the cost borne by the club from pool sessions over the recent years (suitable period). BP, ST-W, SC and Mark Donaldson to propose potential resolution options and report back to the committee at the November meeting. Include on the agenda for next meeting. Potentially include question in the membership survey regarding increase of the cost of sessions.
- Pool session bookings for the next three month period - the Committee agreed for ST-W to block book the sessions at an hour long

ACTIONS:

- **SC and ST-W to compile information on costs borne by the club from pool sessions over the recent years**
- **BP, ST-W, SC and Mark Donaldson to propose potential resolution options and report back to the committee at the November meeting**
- **ST-W to re-book pool sessions for the next three month period at the current length of one hour**

7. Any Other Business

- SF noted that given new agreement with IBC it would be worthwhile to look into holding Sunday events at the Club - Item to be forward agenda for Feb/March and SF to look into options for Sunday events at the club over the Summer.
- ST-W reported that boats are not currently being stored in the cage in the proper manner, which should be noted in KB's upcoming kit memo. Isabelle Cartwright suggested that a memo should be included in the email to Duty Officers. SF to sketch a diagram to be posted. ST-W to contact Ian White regarding installing a tarp on top of the cage to limit rain water getting into the boats
- ST-W reported that a provisional audit of the club's finances has been conducted, broadly showing an improving picture. ST-W to send a summary to the Committee and include KB
- MC reported that Gemma Wilson suggested she would like to take a lead on the organisation of next year's Alps trip and recruit helpers as needed. The Committee agreed to this proposal
- BP reported that there has been a lack of sign up by leaders for the upcoming LV trip and has concerns about the trip being fully attended. Committee proposed canvassing additional attendees and bring to the attention of committee at the next meeting if not successful.
- SC raised the option of a Committee dinner in December, as has been done in previous years. MC and OB to look into options for annual Committee dinner in December.

ACTIONS:

- **OB to add discussion of Sunday events at the Club to February Agenda**
- **LS to add a note to the Duty Officer's email regarding proper boat storage**
- **ST-W to reach out to Ian White regarding installing a tarp on top of the boat cage**
- **MC and OB to look into options for annual Committee dinner in December**

8. Date & Time of Next Meeting(s)

The Committee confirmed the following dates for Committee Meetings:

- Monday, 23rd November 2015 (19:30 - 21:30) - Committee Meeting (**Confirmed**)
- Monday, 11th January 2016 (19:30 - 21:30) - Committee Meeting (**Confirmed**)

9. Close

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Summary of Action Items

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- CH and SF to plan leadership weekend logistics and training plan
- OB to add search for alternative locations for pool sessions to January agenda
- ST-W to send an updated inventory list to KB, including list of boats currently under repair
- KB to reach out to Club members to source additional Deputy Equipment Officers
- KB to check currently available decks at the pool and transfer canal decks as needed
- SF and KB to add a note in the NME materials regarding use of IBC Kit
- MC to include the note regarding use of IBC kit in the welcoming email to new members
- KB to draft a note for NfC regarding kit returns, use of IBC kit and proper boat storage for all members
- KB to note the boat number switched to canal-only use in the Equipment Officers' book
- SC and ST-W to compile information on costs borne by the club from pool sessions over the recent years
- BP, ST-W, SC and Mark Donaldson to propose potential resolution options and report back to the committee at the November meeting
- ST-W to re-book pool sessions for the next three month period at the current length of one hour
- OB to add discussion of Sunday events at the Club to February Agenda
- LS to add a note to the Duty Officer's email regarding proper boat storage
- ST-W to reach out to Ian White regarding installing a tarp on top of the boat cage
- MC and OB to look into options for annual Committee dinner in December