

Regents Canoe Club

Committee Meeting Minutes

Date: Monday, November 30th 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, Clarissa Horilczenko, Ian Tokelove, Ben Parkes, Matt Collins, Steffi Thorhauer-White
Apologies received:	Luke Smalley, Sarah Ford, Ben McPhee
Other members present:	Kate Balderson
Chair:	Sean Clarke
Minutes:	Olga Beschastnykh

2. Minutes: October 19th Committee Meeting

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

3. Matters Arising: October 19th Committee Meeting

COMPLETED ITEMS:

All completed items were agreed.

- *OB to add search for alternative locations for pool sessions to January agenda* - Added to forward agenda - Item Closed
- *ST-W to send an updated inventory list to KB, including list of boats currently under repair* - Inventory supplied to KB – Item Closed
- *KB to reach out to Club members to source additional Deputy Equipment Officers* - New Officers recruited – Item Closed
- *KB to check currently available decks at the pool and transfer canal decks as needed* - Inventory completed, no new decks to be transferred to the pool at the present time - Item Closed
- *SF and KB to add a note in the NME materials regarding use of IBC Kit* - Article published in NfC - Item Closed
- *KB to draft a note for NfC regarding kit returns, use of IBC kit and proper boat storage for all members* - Article published in NfC - Item Closed
- *KB to note the boat number switched to canal-only use in the Equipment Officers' book* - Medium Karnali marked for Canal Use Only - Item Closed
- *SC and ST-W to compile information on costs borne by the club from pool sessions over the recent years* - Circulated to Committee members. Item on Agenda - Item Closed
- *BP, ST-W, SC and Mark Donaldson to propose potential resolution options and report back to the committee at the November meeting* - Item on Agenda - Item Closed.
- *ST-W to rebook pool sessions for the next three month period at the current length of one hour* - Pool sessions renewed - Item Closed
- *OB to add discussion of Sunday events at the Club to February Agenda* - Added to forward agenda - Item Closed
- *ST-W to reach out to Ian White regarding installing a tarp on top of the boat cage* - Item completed - Item Closed
- *MC and OB to look into options for annual Committee dinner in December* - Survey for potential dates circulated - Item Closed
- *CH to chase on the Incident forms from confirmed hospital visit and GP visit during the RCC 2015 Alps Trip* - One incident form has been received. The second incident recipient has been notified of the need to fill in the form and informed of its location on the website - Item Closed
- *CH and SF to plan leadership weekend logistics and training plan* - CH has notified the Committee of leaders being available for the purposes of training weekend and will provide updates via the regular Safety and Training updates - Item Closed

ONGOING / REPORTS:

- *MC to include note regarding use of IBC kit in the welcoming email to new members* - MC will draft the note using NfC text - Item Ongoing
- *LS to add a note to the Duty Officer's email regarding proper boat storage* - Item Ongoing

ACTIONS:

- **MC to include the note regarding use of IBC kit in the welcoming email to new members**
- **LS to add a note to the Duty Officer's email regarding proper boat storage**

4. Equipment Officer Report

- *Medium Boat Availability* - KB notified the Committee of the lack of availability of medium boats for river use, with a number of boats being damaged or currently being repaired. KB noted that Shepperton offers previous season's boats at a discount and

Regents Canoe Club

Committee Meeting Minutes

offered to investigate potential boats for purchase. The Committee discussed potential for repairing available boats and decided to repair and reinstate Karnali for river use, while medium Mamba and Burn not fit for whitewater use to be sold off.

- *BA testing* - KB noted that 17 BAs are up for either replacement or float testing. KB to float test the BAs and report back to ST-W if replacements need to be purchased. A note to be added to NfC for members to ensure they inspect any equipment when renting it out.

ACTIONS:

- **KB and BP to investigate potential boats for purchase and contact Shepperton for offers**
- **KB to sell medium Mamba and medium Burn**
- **KB to float test BAs that are due to be reviewed**
- **KB to include a note in the NfC to ensure members inspect any Club equipment when renting it out**

5. Health & Safety, Training & Incidents Reports

- *Incidents* - None reported
- *Training Subsidies* - CH presented the following request for training subsidy:
 - The following people applied for a 40% subsidy for Whitewater Safety and Rescue training held in November 2015. Total course cost was £154.29. Each applied for a subsidy of £61.72.
 - Tom Beaumont - All agreed
 - Selina Keppler - All agreed
 - Andrew Hughes-Onslow - All agreed
 - Rachael Fisher - All agreed
 - Steffi Thorhauer-White - All agreed
 - Jan Sodencamp - All agreed

6. Pool Sessions

The Committee discussed at length the duration of pool sessions, the cost of the sessions and the income from the sessions:

- SC previously circulated a summary of the costs borne by the club highlighting that the cost of hiring the pool has increased every year but that the session cost to members has not been increased for over 10 years.
- BP stated attendance figures over the recent period averaged to 15 attendees over the last 40 sessions. BP has also highlighted that the Committee needs to ensure that the Club appropriately subsidises kit purchases and/or pool sessions and noted that the alternative solution to raising pool attendance fees would be to increase annual membership fees. Through further discussion, it was noted that other white water-focused clubs charge higher annual membership fees.
- SC proposed a motion that *"With effect from January 2016, RCC pool sessions are increased to 90 minutes in length and are accompanied by an increase in the session cost to members in attendance"* - For: 6, Against: 0, Abstained: 1, Motion carried.
- SC proposed a motion that *"With effect from January 2016, RCC pool session attendance costs are increased to £7 per member"* - For: 2, Against: 4, Abstained: 1, Motion denied.
- SC proposed a motion that *"With effect from January 2016, RCC pool session attendance costs are increased to £8 per member"* - For: 0, Against: 6, Abstained: 1, Motion denied.
- SC proposed a motion that *"With effect from January 2016, RCC pool session attendance costs are increased to £10 per member"* - For: 4, Against: 2, Abstained: 1, Motion carried.
- IT queried whether concessions should be available for student and unemployed members.
- SC proposed a motion that *"With effect from January 2016, RCC pool session attendance costs for full time students and unemployed members are £7 per member"* - For: 2, Against: 4, Abstained: 1, Motion denied.
- SC proposed a motion that *"With effect from January 2016, RCC pool session attendance costs for full time students and unemployed members are £5 per member"* - For: 4, Against: 2, Abstained: 1, Motion carried.

ACTIONS:

- **SC to put a note in NfC to highlight increase to the length and cost of pool session attendance**
- **IT/SC to update the website with the new session times and attendance costs**

7. Any Other Business

- KB discussed the potential of moving the storage of hire kit to the indoor cupboard from outdoors. KB noted the current arrangements are sufficient and requested that someone in possession of a large sized umbrella donate it for the use of Kit Hire Officers. ST-W said she had one or two she could donate.
- MC highlighted that the paper version of membership forms currently do not contain a question regarding members' gender. As this information has previously been found relevant, including during BC affiliation renewal, it was agreed that the question is added to the form. SC & MC have already updated the form - it just needs to be uploaded on the website and in WebCollect.
- OB and MC proposed December 15th as the date for the Committee Christmas dinner. OB to book venue

Regents Canoe Club

Committee Meeting Minutes

- ST-W noted that in order to facilitate accurate record-keeping club trip deposits should come in directly in to the club's bank account. This should allow for an easier reconciliation of the amounts paid out and received. ST-W to contact the organisers of upcoming trips and highlight this to them. BP noted that reference to this should be made in the 'Organising trips' sections of the club website - SC to make the update.
- BP noted that the club could generate additional revenues from the sale of club branded items. SC to investigate whether additional fees can be added to the current web shop.
- CH noted that arrangements need to be made for club opening times over the Christmas period - SC to email club key holders to confirm arrangements.
- SC noted that the club currently has three tiers of members – full, associate and concession. The associate membership was originally designed for members who wanted to keep in touch with the club but did not attend club trips. As there is a number of current members using concession membership who attend club trips SC has proposed to review the current terms and use of the membership levels.

ACTIONS:

- **ST-W to provide large umbrella for Kit Hire Officer use**
- **SC to upload updated membership form to the club website**
- **MC to upload updated membership form questions to WebCollect**
- **ST-W to contact upcoming trip organisers requesting that all trip deposits are made into the club account**
- **SC to update the Organising Trips section of the website to request that all deposits are made into the club account**
- **SC to investigate the option of imposing additional fees in the current club kit web shop**
- **SC to email club key holders to confirm opening arrangements over the Christmas period**
- **SC to review the terms and current usage of the associate membership level**

8. Date & Time of Next Meeting(s)

The Committee confirmed the following dates for Committee Meetings:

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

9. Close

Summary of Action Items

- **MC to include the note regarding use of IBC kit in the welcoming email to new members**
- **LS to add a note to the Duty Officer's email regarding proper boat storage**
- **KB and BP to investigate potential boats for purchase and contact Shepperton for offers**
- **KB to sell medium Mamba and medium Burn**
- **KB to float test BAs that are due to be reviewed**
- **KB to include a note in the NfC to ensure members inspect any Club equipment when renting it out**
- **SC to put a note in NfC to highlight increase to the length and cost of pool session attendance**
- **IT/SC to update the website with the new session times and attendance costs**
- **ST-W to provide large umbrella for Kit Hire Officer use**
- **SC to upload updated membership form to the club website**
- **MC to upload updated membership form questions to WebCollect**
- **ST-W to contact upcoming trip organisers requesting that all trip deposits are made into the club account**
- **SC to update the Organising Trips section of the website to request that all deposits are made into the club account**
- **SC to investigate the option of imposing additional fees in the current club kit web shop**
- **SC to email club key holders to confirm opening arrangements over the Christmas period**
- **SC to review the terms and current usage of the associate membership level**