

## Regents Canoe Club

### Committee Meeting Minutes

Date: Monday, 25<sup>th</sup> January 2016

Time: 19:30 - 21:30

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



#### Item

##### 1. Welcome & Apologies

<b>In Attendance:</b>	Sean Clarke, Olga Beschastnykh, Clarissa Horilczenko, Ben Parkes, Matt Collins, Steffi Thorhauer-White, Sarah Ford
<b>Apologies received:</b>	Ian Tokelove
<b>Other members present:</b>	Kate Balderson, Rachel Ulferts
<b>Chair:</b>	Sean Clarke
<b>Minutes:</b>	Olga Beschastnykh

##### 2. Management Committee Posts

- Prior to the meeting, formal notification to resign from their Management Committee roles was received from:
  - Ben McPhee (Equipment Officer)
  - Luke Smalley (Non-Portfolio Officer 2)
- SC noted that under the club's Constitution the roles could only be formally filled through a Special General Meeting but that it was possible to co-opt members onto the Committee (without voting rights) until such time as the next SGM or AGM.
- Following discussion, the Committee agreed to accept the resignations, and not to hold an SGM to fill either role as the AGM is only a couple of months away. The Committee further asked Kate Balderson (KB) to assume the role of Equipment Officer in a co-opted position until the AGM as permitted by the club's Constitution. KB accepted the request.
- On behalf of the Committee, SC thanked Ben McPhee and Luke Smalley for their service on the Committee and further welcomed KB to the Committee.

##### ACTIONS:

- SF to notify members via NfC how they can get involved with the Committee and club in the lead up to AGM**
- IT to update the website to replace BM with KB and reassign the kit@rcc email to Kate**
- IT to update the website to remove LS from the Non-Portfolio Officer 2 post and note that it is now vacant**

##### 3. Minutes: 30<sup>th</sup> November Committee Meeting

The minutes of the 30<sup>th</sup> November Committee meeting were agreed and signed off.

##### 4. Matters Arising: 30<sup>th</sup> November Committee Meeting

###### COMPLETED ITEMS:

All completed items were agreed.

- KB and BP to investigate potential boats for purchase and contact Shepperton for offers - BP made contact and circulated for info. SC followed up seeking agreement by email to replace one medium boat with immediate effect. No objections received - one medium Pyranha B-Two placed on order - Item closed*
- SC to put a note in NfC to highlight increase to the length and cost of pool session attendance. NfC updated twice - Item closed*
- IT/SC to update the website with the new session times and attendance costs. Done - Item closed*
- SC to upload updated membership form to the club website. Done - Item closed*
- ST-W to contact upcoming trip organisers requesting that all trip deposits are made into the club account - Done - Item closed*
- SC to investigate the option of imposing additional fees in the current club kit web shop - Investigation done, small profit margins can be added to items. Added to agenda - Item closed*
- SC to email club key holders to confirm opening arrangements over the Christmas period - Done - item closed*
- SC to review the terms and current usage of the associate membership level - Done, added to agenda - Item closed*
- MC to upload updated membership form questions to WebCollect - Form posted - Item closed*

###### ONGOING / REPORTS:

- LS to add a note to the Duty Officer's email regarding proper boat storage - SC to amend the text in the email - Item closed*
- KB to float test BAs that are due to be reviewed - 10 of 17 BAs have been tested to date. Further update in the Equipment officer's report - Item closed*
- ST-W to provide large umbrella for Kit Hire Officer use - CH to donate the umbrella - Item closed*
- MC to include the note regarding use of IBC kit in the welcoming email to new members - Still to be done - item remains open*
- KB to sell medium Mamba and medium Burn - KB to advertise the boats in NfC followed by Facebook and UKRGB - Item ongoing*
- KB to include a note in the NfC to ensure members inspect any Club equipment when renting it out - Item ongoing*

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- SC to update the *Organising Trips* section of the website to request that all deposits are made into the club account - SC is working on a wider update to the Trip organisation section - Item ongoing

### ACTIONS:

- **MC to include the note regarding use of IBC kit in the welcoming email to new members**
- **KB to sell medium Mamba and medium Burn**
- **KB to include a note in NfC to ensure members inspect any Club equipment when renting it out**
- **SC to update the Organising Trips section of the website to request that all deposits are made into the club account**

### 5. Equipment Officer Report

KB presented the Committee with an audit of club boats, along with statistics of rental frequency and highlighted the number of damaged boats. The Committee discussed the lack of availability of medium boats and feedback from club members. SC clarified that the club could only purchase new boats without an SGM if they were to replace damaged/lost boats. The discussed the options of new versus second hand boats including the financial benefits and costs to both options. KB noted that it would be good to diversify some of the types of boats. SC proposed to postpone the review of purchase of boats to a later meeting. KB and CH discussed whether there would be sufficient boats available for the IWWK courses.

SF queried whether the Club had reviewed options for professional boat repair in favour of relying on members. ST-W noted that she had previously looked into repair options with Shepperton. KB agreed to approach Shepperton or others with intention of assessing whether the Karnali could be professionally repaired or taken out of use.

### ACTIONS:

- **OB to add new boat purchase(s) to next meeting's agenda**
- **KB and CH to review whether sufficient boats are available for IWWK courses**
- **KB to approach Shepperton or others to determine whether the Karnali can be repaired or should be taken out of use**

### 6. Health & Safety, Training & Incidents Reports

- *Incidents* - CH presented the incident form from December Dart trip for Committee review. SC noted that trip organisers should take note of the nearest A&E and communicate this to trip attendees during the morning meeting. SC to include a note in the trip organisation section of the website.
- *Training Subsidies* - CH presented the following request for training subsidy:
  - The following people applied for a 40% subsidy for BC Moderate Water Endorsement Assessment held on 20<sup>th</sup> November 2015. Total course cost was £150. Each applied for a subsidy of £60.00.
    - Sean Clarke - All agreed
- *BC Club Officer roles* - CH noted that BC have sent a note stating that the Club has to have an event safety officer and a club welfare officer. CH has registered for a free BC course to be held on 16<sup>th</sup> April. ST-W noted that all qualified coaches already have child protection and vulnerable adult training. CH to follow up with BC to confirm whether the club is required to have a welfare officer.
- *IWWK Update* - CH noted that coaches are now available for the course and she can confirm the dates for the first IWWK course. CH has secured the usual YHA for the away trips and queried whether course costs should remain the same as last year.
  - SC proposed a motion to keep the course costs the same for the first IWWK course - All agreed
  - ST-W to review previous year's costs and report back to the Committee
  - CH to notify IT of the course dates and advertise to the club members
  - CH to forward invoices for IWWK and Mile End Mill accommodation to ST-W
- *Club Training Calendar* - CH reported that the 2014 Training meeting looked at training proposals for the following two years. CH noted that the January leadership weekend was not brought to a Committee meeting in advance, due to the rescheduling of the January Committee meeting. SC noted that the Training Policy advises on the delegation to a Training Meeting but the overall ratification of training is by the Committee and as the Committee had instructed CH and SF to organise the Leadership Weekend, they were still compliant with the Training Policy. SC requested that CH reviews the Training Policy as there are some ambiguities that require clarification. CH agreed to circulate and publish the minutes of the 2014 Training Meeting. The Committee agreed that the Leadership Weekend was a Coached Trip and as such was subject to the rules of reimbursements to coaches as set out in the Coached Trips guidance.
- *Training update* - CH noted that she will cancel the April rolling course during lack of sign up. Following discussion, SC noted that IWWK courses satisfy the requirements for BC 1\* and course attendees can be assessed, subject to coaches being available. CH to offer BC 1\* assessment to IWWK attendees if sufficient coaches are available and willing to provide the assessments. In further discussion, SF queried whether it would be possible to hold BC 2\* training and assessment following the IWWK courses. SC & CH confirmed that there was insufficient open boat coaching included in IWWK courses and the additional training would need to focus on that. CH noted that club members have expressed interest in holding BC 2\* assessment off-site

### ACTIONS:

- **SC to update the Organising Trips sections of the website to include a note regarding taking note of the location of nearest A&E(s)**
- **CH to follow up with BC to confirm whether the club is required to have a welfare officer**

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- **CH to forward invoices for IWWK and Mile End Mill accommodation to ST-W**
- **CH to notify IT of the dates of the first IWWK course and advertise to the club members**
- **CH to review Training Policy and bring proposed amendments to Committee for agreement**
- **CH to publish 2014 Training Meeting minutes**
- **CH to include the option for BC 1\* assessment for IWWK courses subject to qualified coaches availability**

#### 7. Associate Membership

SC noted that he had reviewed the Club's Constitution membership rules and will propose changes to the Associate Membership category.

##### ACTIONS:

- **OB to circulate SC's proposed Constitution amendments regarding Associate Memberships**

#### 8. AGM Planning

SC proposed to hold the Annual General Meeting on 21<sup>st</sup> April - all agreed. SC requested one AGM preparation meeting and for all Committee members to pencil a second date in their diaries in case it is needed. SC requested all Committee members to review their Role definitions in the Handbook including any supporting Policies and submit any proposed changes to the Committee for review at the next meeting.

##### ACTIONS:

- **All to review role definitions and any supporting policies in the Handbook**

#### 9. Any Other Business

- *Alps trip* update - MC noted that Gemma Wilson has confirmed accommodation and announced the dates for the annual Alps trip to be 17<sup>th</sup>-25<sup>th</sup> of June. ST-W has already received the booking confirmation and dates. MC to add note in NfC to save the date and IT to include the trip dates in the Club calendar
- *Urban Adventure Base (UAB) enquiry regarding using club equipment at Britannia Leisure Centre* - OB presented the query to the Committee. ST-W highlighted potential insurance and risk assessment implication in light of the equipment being used by children. KB noted that the boats would have to be reviewed for any damage. The Committee agreed to allow boat use in principal but has raised concerns around potential liabilities. IT to reach out to UAB to confirm what liability cover can be provided and suggest that a small charge is paid to RCC
- *Keys and site access* - SC noted that a new lock has been put on the storage room and he will provide new keys to the key holders on the following Thursday along with a key to the club room for every key set
- *RCC branded kit profit margins* - the matter was postponed for discussion at a future committee meeting
- *Pool sessions* - SF queried whether the current arrangements and pool costs are permanent or if there is a trial period. SC confirmed that the arrangements are permanent, but noted that he and ST-W were reviewing attendance figures after each session and would bring to the Committee any significant deviations from normal attendance figures compared with previous years. The Committee can then take any action that it sees fit to do.
- *Castle Canoe Club use of RCC pool kit* - BP requested the Committee review the arrangements with Castle Canoe Club for use of RCC pool boats. SC confirmed that CCC only make use of RCC pool boats over the winter months and the current winter agreement was already agreed. Item to be added to forward agenda for September for the incoming Committee to review
- *Hiring of club kit for personal use and paddling* - BP and KB queried the policy around hiring club kit for personal use. SC noted that members are allowed to hire equipment for personal use, as stated in the Equipment policy. However, this is at the discretion of the Equipment Officer and his/her Deputies.
- *Promoting paddle sports* - SC noted that there's a national 'Go Canoeing' week in May and the Club could hold an event as part of the Sunday sessions at the club. This could also serve as an opportunity to hold a boat repair event and a club BBQ. SC to reach out to IBC regarding the dates
- *This Girl Can* - SC informed the Committee about the 'This Girl Can' campaign and proposed holding an event geared at women at the Club. SC will investigate whether there are any costs associated with campaign affiliation and report back to the Committee

##### ACTIONS:

- **MC to add note in NfC to save the date for the Alps trip**
- **IT to include the Alps trip dates in the club calendar**
- **IT to reach out to UAB to confirm what liability cover can be provided and suggest that a small charge is paid to RCC**
- **SC to provide key holders with new keys for the storage and club rooms**
- **OB to add discussion of RCC branded kit profit margins to future meeting agenda**
- **OB to add review of pool boat rental arrangements with Castle Canoe Club to future meeting agenda**
- **SC to reach out to IBC for potential dates for a Sunday *Go Canoeing* event at the Club in May**
- **SC to review possibility of affiliation with 'This Girl Can' campaign**

#### 10. Date & Time of Next Meeting(s)

The Committee confirmed the following dates for Committee Meetings:

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- Monday, 25th February 2016 (19:30 - 21:30) - Committee Meeting **(Confirmed)**
- Monday, 21<sup>st</sup> March, 2016 (19:30 - 21:30) - Committee Meeting (AGM Prep) **(Confirmed)**
- Monday, 04<sup>th</sup> April, 2016 (19:30 - 21:30) - Additional AGM Prep if required **(Confirmed)**
- Thursday, 21<sup>st</sup> April, 2016 (20:00 - 22:00) - Annual General Meeting **(Confirmed)**

#### 11. Close

#### Summary of Action Items

- **SF to notify members via NfC how they can get involved with the Committee and club in the lead up to AGM**
- **IT to update the website to replace BM with KB and reassign the kit@rcc email to Kate**
- **IT to update the website to remove LS from the Non-Portfolio Officer 2 post and note that it is now vacant**
- **MC to include the note regarding use of IBC kit in the welcoming email to new members**
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- **CH to publish 2014 Training Meeting minutes**
- **CH to include the option for BC 1\* assessment for IWWK courses subject to qualified coaches availability**
- **OB to circulate SC's proposed Constitution amendments regarding Associate Memberships**
- **All to review role definitions and any supporting policies in the Handbook**
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