

Regents Canoe Club

Annual General Meeting Minutes



Date: Thursday, 16th April 2015

Time: 20:00 - 21:10

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

Item	
1. Welcome & Apologies	
In Attendance:	Sarah Gibbs, Sean Clarke, Myles Johnson, Ben McPhee, Matt Collins, Liza Sumpter, Steffi Thorhauer-White, Claire Taylor, Mark Rowe, Ian Tokelove, Gemma Wilson, Sarah Ford, Ben Parkes, Christine Dove, Tom Beaumont, Andrew Hughes-Onslow, Rohani Mustapha, Olga Bestchasnykh, Geoff Sinclair, Kate Balderson
Apologies received:	Clarissa Horilczenko, Kate Balderson, Marc Labuhn, Hannis Whittam, Luke Smalley, Rachel Tyler, Ian White
Chair:	Sarah Gibbs
Minutes:	Sean Clarke
2. Minutes: 08 th May 2014 Annual General Meeting	
The minutes of the 08 th May 2014 Annual General Meeting were agreed and signed off.	
3. Matters Arising: 08 th May 2014 Annual General Meeting	
There were no matters arising from the minutes of the previous AGM	
4. Committee Member Reports	
<ul style="list-style-type: none">• SG thanked Myles Johnson and Mark Rowe as outgoing Committee members not standing for roles on the incoming Committee.• <i>Chair: Sarah Gibbs</i> Chaired the Management Committees, collated and published <i>Notes from Canalside</i>, responded to queries from the general public and new members, acted as primary liaison with Islington Boat Club. Sarah thanked the outgoing Committee for their work over the last year. Sarah thanked Steffi for organising the New Members Evenings and all the helpers on the NMEs Sarah thanked Mark Donaldson for organising the Pool Helpers• <i>Secretary: Sean Clarke</i> Attended, recorded and published minutes of all 9 RCC Committee meetings, and one Annual General Meeting. Renewed and maintained the club's YHA and BCU memberships. Renewed club's insurance policies. Responded on behalf of the club to approximately 200 emails from the public, governing bodies, media and fellow paddle sports clubs requesting general information about the club or involvement of the club. Reviewed the Constitution and Handbook - proposals in this year's AGM Agenda.• <i>Safety and Training Officer: Clarissa Horilczenko</i> As Safety and Training officer, I have collated the Incident and Accident reports for the year and submitted all Training Subsidies to the Committee for approval. The regular annual training meeting was run to gauge member interest in training. Incidents - One incident was reported over the year which was on the Alps trip. This resulted in a visit to A&E and no follow up actions required by the club as the incident was handled correctly. A request to replace safety equipment lost by a member was also received from the Alps trip. A throw line was lost during a rescue and the replacement cost was covered by the club. Training Subsidies - A number of training subsidies were requested and paid over the year. These included: BCU Level 2, BCU 4* Inland White Water Kayaking, White Water Safety & Rescue, Wilderness First Aid. These subsidies indicate members are keeping their training and skills up to date and are contributing the club safety and training. Training & Courses run by the club - The first Introduction to White Water course was not run in April/May 2014. This was due to not enough participants to run the course. The weekend away booked at the YHA was utilised to run an introduction to white water kayaking. The second Introduction to White Water Course was run in 2014. One rolling course was run in January 2015. 3 Mile End Mill trips were run over the year,	

which were introduction and progressive white water kayaking skills weekends. Coaching in freestyle was achieved on some of the weekends. A BCU 2 star course and assessment was run over the Summer/Autumn. Freestyle coaching was delivered in various sessions of the year. The first introduction to White Water course for 2015 is booked fully and planned to start in April 2015.

Training Meeting - A training meeting was held and the main output from the meeting was that a Training Calendar should be produced with regular training delivered by the club planned and published on a calendar so that students and coaching could plan well in advance instead of an adhoc basis. Requests for "Train the Trainer" sessions to be organised to receive updates from BCU coaching resources and for other club members to pass on knowledge to other club members on coaching and leading. Regular "Coaches Catch-up" meetings to be scheduled and included in the Training Calendar.

The 2015/2016 training calendar has been produced and now just needs to be agreed by the new Committee and published.

- *Non-Portfolio Officer: Sarah Ford*

As well as attending regular committee meetings and supporting committee decisions and development, during my position as ordinary officer, I have assisted and organised club trips and social events, such as the summer BBQ's. My main role however has been to deliver and maintain the duty rota. This includes tasks such as submitting the monthly rota for entry into the NFC and contacting various duty officers to inform and direct their role

- *Non-Portfolio Officer: Mark Rowe*

Mark provided handover support and guidance to the Committee from his previous years of experience on the Committee

- *Communications Officer: Ian Tokelove*

Replaced the old website with a new mobile-friendly website created using a Wordpress content management system, allowing easier and faster updates. The content management system also allows other committee members to update the website.

Updated the website with regular content and kept the software updated to ensure security.

Managed the Eventbrite booking system, allowing non-members to book onto New Members Evenings.

Managed the PayPal booking system, allowing members and non-members to book onto and pay for the Introduction to White Water Kayaking courses.

Promoted public courses and boat sales via other online media.

Responded to over 100 public and member enquiries received via the website and Facebook site.

- *Equipment Officer: Ben McPhee*

Thanks to everyone who has helped especially Kate Balderson, Steffi Thorhauer-White, Liza Sumpter, Gemma Wilson, Deborah Mackie and Annie Dinner as well as anyone else who has stepped in to help out with the hiring of Kit. As members may have noticed this year I have deputised several keen individuals to help out with the hiring of kit from the club. This has worked well in the most part and I hope to build on this in the coming year. Big thanks to Kate for organising the rota!

Hire - This year's hire is down on last year with 245 boats, 144 BAs, 151 helmets, 137 decks, 195 paddles and 111 cags. This has brought in in the region of £3,300 rental plus £600 from IWWK 2014

Trips - There have been 27 trips organised.

Fines - I have been really lax this year with recording equipment in and out and this has led to a situation which members have only in exceptionally long periods of retention received any fines. This has resulted in trips being short kitted, putting an added strain onto equipment officers and trip organisers. (Next year fines will be applied for any kit retained beyond the expected return date specified when rented, the expected date of return will be included in the new kit hire sheet)

Maintenance - Several maintenance sessions have been held this year to fix issues with the boats. The black cross session - fix major issues and identify minor issues was attend by myself, Sarah Ford and Kathryn Gasson. The session worked well although with more attendees much more could have been achieved.

Alps Fitting Session - Arranged to do 2 things, Firstly provide knowledge to club members on how boat fitting works, it is an art and each boat and user is unique. And by fitting the boats with foam it allows for a much more comfortable paddle and improved connectivity with the boat can greatly improve users paddling ability. This session was well attended!

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Current situation is that several boats are in need or urgent repair. 1 large mamba's hull is cracked along the cockpit and requires an intense session of TLC before it can be used again. A number of other boats need tightening of screws, bolts replaced and lose seats refitted. Some of these cannot be used until they are repaired. TLC needed. This must be arranged to be done soon. New equipment officer / committee / club members should be positive about arranging a session soon. A number of club members have sounded like they would attend a session.

Pool boats - many pool boats are in current need of repair / upgrade. Suggested fixes are adding adjustable back rests to the boats, tightening screws bolts replaced and lose seats refitted. Some of these cannot be used until they are repaired. (This can be done at no cost, adjustable back straps would be the most beneficial change donations to the club of old roof straps would be appreciated.) (Also we would need to arrange a date for members to help out with this session)

Club members must remember to check the boats before they take them on trips and notify the equipment officer by email or agreed method of all problems and damages they find with the kit

Purchases - in the region of £1000-1200 - new air bags, 6 New Buoyancy aids, replacement bungs and other fittings

Disposals - all boats intended to be disposed of have now gone.

- *Membership Secretary: Steffi Thorhauer*

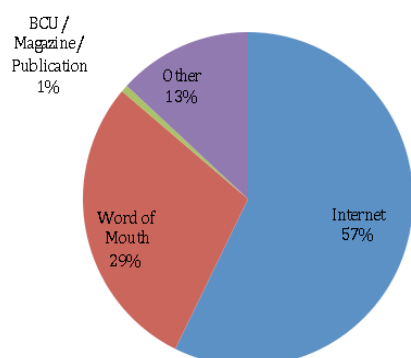
Coordinated all NMEs over the past year in addition to duties of Membership Secretary.

ST offered a big thanks to all the NME Helpers over the last year.

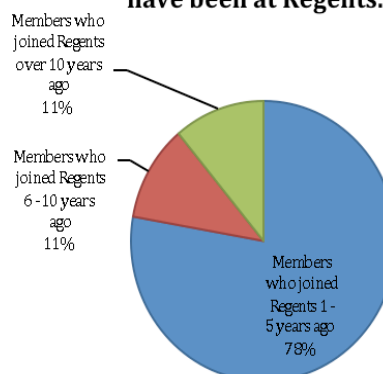
ST provided the statistics on the club's membership for the 2014/15 year:

	2014/15	2013/14
Full Members	216	231
Concession	17	0
Associate Members	10	6
Life Member	1	1
Total	244	238
New Members	145	143
Renewed Members	99	95
Total	244	238
Male	135	130
Female	109	108
Total	244	238
BCU Members	56	54

145 new members and how they found us...



How long the 99 renewing members have been at Regents...



- *Treasurer: Myles Johnson*

MJ presented the club's accounts highlighting that the club had made a loss of £2,433 for the year. Despite the deficit, the club remains in a healthy financial position with a strong bank balance and a secure activity base. Discussion took place regarding areas where the club could recuperate this and last year's deficit. Areas to consider were pool usage (reduction in booking time), promote IWWK courses to get new members on trips and hiring club kit, review of subsidy amounts. These will be items for the new Committee to review. Discussion took place regarding the degrading quality of pool kit. It was decided the new Committee should approach Castle Canoe Club to help out with pool kit repairs.

The full accounts are an Appendix to these minutes.

ACTIONS:

- **Incoming Committee to review areas to recuperate losses from last and this financial year**
- **Incoming Committee to review pool use by Castle Canoe Club and seek assistance in pool kit repairs**

5. Accounts

Auditors Report and Approval of Accounts. Amy Lilley presented the Auditor of the Club Accounts report:

Auditor's Report and Comments – FY 14/15

I have reviewed the accounts and can confirm that they are in agreement with the underlying books and records as well as the club's bank statement.

Overall financials

This year the club has finished the year with a deficit of £2,433.

Spending in the year was higher than income despite not spending anything on new boats and receiving one off income of £585 on the sale of old boats.

As there was also a deficit last year of £2,745 my recommendation is that the new committee review the areas where income or expenditure is within our control and make plans to either increase income or reduce expenditure to bring the club back to a breakeven financial position in 15/16

Financial controls

The accounts themselves are accurate and well-organised with all payments and receipts referenced clearly. Financial control has improved and I am pleased to report that there was no bad debt this year (money owed to the club that was never received and had to be written off in the accounts).

I would like to say thank you to Myles who has done a great job on the club accounts during his time as treasurer. He is handing over a set of up to date and accurate accounts to the new treasurer.

The Auditor's report was accepted by simple majority show of hands by the membership.

The membership agreed by simple majority show of hands to reappoint Amy Lilley as the club's Auditor for the new financial year.

6. Proposals for amendments to Fees

Equipment Hire Fees:

The Management Committee proposed no changes to the current Equipment Hire Fee structure.

Annual Membership Fees:

The Management Committee proposed no changes to the current Annual Membership Fee structure.

Fee Type	Proposed
Annual (Full Fee)	£60.00 <i>pro-rata to date of joining/renewal</i>
	01 Jun - 30 Nov £60.00
	01 Dec - 31 May £30.00
Annual (Concession)	50% of Annual Full Fee <i>pro-rata to date of joining/renewal</i>
	01 Jun - 30 Nov £30.00
	01 Dec - 31 May £15.00
Annual	£15.00

Associate Member

The membership voted unanimously to approve the following:

- Equipment hire to remain as 2014/15
- Annual membership to remain as 2014/15

7. Amendments to the Constitution

SC presented the following amendments to the Regents Canoe Club Constitution. *The full proposals are Appendices to these minutes.*

Generic updates:

The 2014/15 Management Committee reviewed the Constitution and proposed several housekeeping updates to correct grammatical and typographical errors and to clarify certain points that may not have been clear in the its current iteration.

The membership unanimously approved the changes proposed to the Constitution as outlined in *Constitution Amendments Summary - Generic Updates* by simple majority show of hands

Management Committee roles amendments:

All ten roles on the Management Committee were reviewed to determine their purpose and whether or not they truly reflect the direction of the Club. At the conclusion of the review, the Committee decided to focus on the key aspects of encouraging more members to be involved with the Committee without undertaking a full portfolio

Summary of proposed changes (Constitution Amendments - Non-Portfolio Officer)

- *Section 4.1* - Remove the role "Newsletter Editor" from the bulleted list
- *Section 4.1* - Insert the role "Ordinary Officer 3" at the end of the bulleted list

The membership unanimously approved the changes proposed to the Constitution as outlined in *Constitution Amendments Proposal - Non-Portfolio Officer* by simple majority show of hands

8. Election of new Committee

The following nominations were received prior to the AGM:

Chair: Sean Clarke - nominated by Sarah Gibbs and seconded by Marc Labuhn

Sean Clarke was accepted as Chair by a simple majority show of hands by the membership

Secretary: Olga Bestchasnykh - nominated by Sean Clarke and seconded by Gemma Wilson

Olga Bestchasnykh was accepted as Secretary by a simple majority show of hands by the membership

Treasurer: Steffi Thorhauer-White - nominated by Myles Johnson and seconded by Sean Clarke

Steffi Thorhauer-White was accepted as Treasurer by a simple majority show of hands by the membership

Equipment Officer: Ben McPhee - nominated by Simon Hall and seconded by Sarah Gibbs

Ben McPhee was accepted as Equipment Officer by a simple majority show of hands by the membership

Safety & Training Officer: Clarissa Horilczenko - nominated by Olga Bestchasnykh and seconded by Gemma Wilson

Clarissa Horilczenko was accepted as Safety & Training Officer by a simple majority show of hands by the membership

Membership Secretary: Matt Collins - nominated by Sean Clarke and seconded by Sarah Gibbs

Matt Collins was accepted as Membership Secretary by a simple majority show of hands by the membership

Communications Officer: Ian Tokelove - nominated by James Mogie and seconded by Matt Collins

Ian Tokelove was accepted as Communications Officer by a simple majority show of hands by the membership

Non-Portfolio Officer (1): Sarah Ford - nominated by Kate Balderson and seconded by Katie Coffield

Sarah Ford was accepted as Ordinary Officer by a simple majority show of hands by the membership

Non-Portfolio Officer (2): Luke Smalley - nominated by Olga Bestchasnykh and seconded by Sean Clarke

Luke Smalley was accepted as Ordinary Officer by a simple majority show of hands by the membership

The following position had no nominations prior to the AGM. The floor was opened for nominations:

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Non-Portfolio Officer (3): Ben Parkes was nominated by Ben McPhee and seconded by Gemma Wilson.

Ben Parkes was accepted as Ordinary Officer by a simple majority show of hands by the membership

9. AOB

No AOB was received prior to the meeting.

The following AOB items were discussed from the floor:

- *Club communications* - Claire Taylor asked about the use of Facebook rather than *Notes from Canalside* in previous months. BMCp apologised for using Facebook as his primary method of communications with the membership and noted that all formal future communications will go through NfC. SC placed an action on the incoming Committee to review membership communications to ensure NfC is the primary method for communication and draw up guidelines on what should be published via web, NfC, Facebook or other means
- *Google Reviews* - Ben McPhee noted that he is the only person (in the whole world) who has reviewed Regents Canoe Club on Google Maps and requested other club members to provide reviews and feedback in order to promote the club.
- *Thanks to the Outgoing Committee* - Liza Sumpter expressed thanks to the outgoing Committee on behalf of the membership
- *Thanks to Sarah Gibbs* - SC expressed thanks on behalf of the membership to Sarah Gibbs for her three years as Chair and four years as Secretary prior

ACTIONS:

- **Incoming Committee to review communication methods with membership and identify appropriate channels for various types of communications**

10. Close

Summary of AGM Action Items

- Incoming Committee to review areas to recuperate losses from last and this financial year

Non AGM Action Items for New Committee

- Incoming Committee to review pool use by Castle Canoe Club and seek assistance in pool kit repairs
- Incoming Committee to review communication methods with membership and identify appropriate channels for various types of communications

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