

## Regents Canoe Club

### Committee Meeting Minutes

Date: Monday, February 22<sup>nd</sup> 2016

Time: 19:30 - 21:30

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



#### Item

##### 1. Welcome & Apologies

**In Attendance:** Sean Clarke, Olga Beschastnykh, Clarissa Horilczenko, Matt Collins, Sarah Ford

**Apologies received:** Ben Parkes, Steffi Thorhauer-White, Kate Balderson

**Other members present:** Belle Cartwright, Ben Paterson, Adam Peacock

**Chair:** Sean Clarke

**Minutes:** Olga Beschastnykh

##### 2. Minutes: 25<sup>th</sup> January Committee Meeting

The minutes of the 25<sup>th</sup> January Committee meeting were agreed and signed off.

##### 3. Matters Arising: 25<sup>th</sup> January Committee Meeting

###### COMPLETED ITEMS:

All completed items were agreed.

- *SF to notify members via NfC how they can get involved with the Committee and club in the lead up to AGM - in NfC 21/02 - item closed*
- *KB to include a note in NfC to ensure members inspect any Club equipment when renting it out - in NfC 21/02 - item closed*
- *OB to add new boat purchase(s) to next meeting's agenda - on agenda - item closed*
- *MC to add note in NfC to save the date for the Alps trip - added twice - item closed*
- *SC to provide key holders with new keys for the storage and club rooms - most keys updated - two sets remain - item closed*
- *OB to add discussion of RCC branded kit profit margins to future meeting agenda - added to future agenda for new committee - item closed*
- *OB to add review of pool boat rental arrangements with Castle Canoe Club to future meeting agenda - added to future agenda for new committee - item closed*
- *SC to reach out to IBC for potential dates for a Sunday Go Canoeing event at the Club in May - agreed date for Sunday, June 12th - item to be discussed later in agenda as broader Sunday sessions on the canal - item closed*
- *MC to include the note regarding use of IBC kit in the welcoming email to new members - Welcoming email has been updated to include note on use of IBC kit - item closed*
- *KB to sell medium Mamba and medium Burn - Updates on boat sales to be included in Kit Officers report - item closed*
- *KB and CH to review whether sufficient boats are available for IWWK courses - Update included in Kit Officers report - item closed*
- *KB to approach Shepperton or others to determine whether the Karnali can be repaired or should be taken out of use - Update included in Kit Officers report - item closed*
- *CH to forward invoices for IWWK and Mile End Mill accommodation to ST-W - Invoices sent to ST-W - item closed*
- *CH to notify IT of the dates of the first IWWK course and advertise to the club members - Dates added to the calendar. IT to update committee on take for the IWWK at future meetings - item closed*
- *CH to include the option for BC 1\* assessment for IWWK courses subject to qualified coaches availability - CH is reviewing the option and will include as part of lesson plans - item closed*
- *IT to include the Alps trip dates in the club calendar - Dates added to the calendar - item closed*
- *IT to update the website to remove LS from the Non-Portfolio Officer 2 post and note that it is now vacant - Club Website updated - item closed*

###### ONGOING / REPORTS:

- *IT to update the website to remove LS from the Non-Portfolio Officer 2 post and note that it is now vacant - ongoing*
- *IT to update the website to replace BM with KB and reassign the kit@rcc email to Kate - ongoing*
- *SC to update the Organising Trips section of the website to request that all deposits are made into the club account - ongoing*
- *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) - ongoing*
- *CH to follow up with BC to confirm whether the club is required to have a welfare officer - ongoing*
- *CH to review Training Policy and bring proposed amendments to Committee for agreement - ongoing*

- CH to publish 2014 Training Meeting minutes - ongoing
- OB to circulate SC's proposed Constitution amendments regarding Associate Memberships - SC will circulate following everyone's comments ahead of the next meeting - ongoing
- All to review role definitions and any supporting policies in the Handbook - OB to review Equality Policy and CH to review training and safety policies - ongoing
- IT to reach out to UAB to confirm what liability cover can be provided and suggest that a small charge is paid to RCC - IT to update the Committee at future meeting - ongoing
- SC to review possibility of affiliation with 'This Girl Can' campaign – SF provided the update and noted lack of response from the campaign. Belle Cartwright and MC to put SF in touch with their contacts on the campaign - ongoing

**ACTIONS:**

- IT to update committee on take up for the IWWK at next meeting
- IT to update the website to replace BM with KB and reassign the kit@rcc email to Kate
- SC to update the Organising Trips section of the website to request that all deposits are made into the club account
- 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
- CH to review Training Policy and bring proposed amendments to Committee for agreement
- CH to publish 2014 Training Meeting minutes
- SC to circulate proposed Constitution amendments regarding Associate Memberships
- All to review role definitions and any supporting policies in the Handbook
- OB to review Equality Policy in the Handbook
- CH to review Training and Safety Policies in the Handbook
- IT to reach out to UAB to confirm what liability cover can be provided and suggest that a small charge is paid to
- SF to liaise with 'This Girl Can' Campaign to review possibility of affiliation

**4. Equipment Officer Report**

- SC presented on behalf of KB
- Sale of retired medium Mamba and Burn – Mamba has been sold and there is a prospective buyer for the Burn.
- Medium-sized boat availability – KB noted that the split in medium Karnali is serious and even professional repair is unlikely to last. It was noted that the boat is likely to be retired and sold. SC proposed to the Committee to purchase an additional medium boat to add to the Club's fleet – all approved. It is at KB and STW's discretion what boat to purchase
- BA float test update – most BAs have now been checked, but there are 4 more that have been checked out and need to be tested. KB to continue to provide an update on the item.
- Kit Storage - KB queried whether any additional cupboard space was available for BA storage. SC proposed to use one of the outside lockers – SC to contact IBC to request taking ownership of one of the outside lockers
- Boat Storage – KB will explore using ropes in the cage to ensure upright boat storage. KB to provide update at the next meeting

**ACTIONS:**

- KB to provide an update on the sale of retired boats
- KB and STW to review purchase on an additional medium boat
- SC to contact IBC to request taking ownership of one of the outside lockers
- KB to provide an update on using ropes for boat storage in the cage

**5. Health & Safety, Training & Incidents Reports**

- Incidents - None reported
- Training Subsidies - CH presented the following request for training subsidy:
  - None submitted
- IWWK Update - CH reported that coaches are available for the weekends away, but a lead coach is still needed for the course
- 3\* Coaching - CH noted that three people have asked for BC 3\* coaching. CH will continue to explore dates for the course and noted that no coaches are currently available for the assessment. CH to advertise 3\* course on Facebook to gauge if there is any additional interest in the training

**ACTIONS:**

- CH to finalise lead coach for IWWK
- CH to advertise 3\* coaching on Facebook and explore potential dates for the course

**6. Associate Membership**

Item was postponed to next meeting

**ACTIONS:**

- OB to add review of Associate Membership fees to next meeting's agenda

**7. Membership Fees Review**

ST-W is working on a review of membership fees and a proposal for 2016/17 and will provide update at next Committee meeting

**ACTIONS:**

- **ST-W to provide a proposal for RCC membership fees for 2016/17**

**8. Summer Calendar and Sunday Events at the Club**

- *Sunday event in June* - SC noted that event will be held at the club on Sunday, 12th June. It will be open to members and their friends and family. SC proposed the event is advertised as Regents Day, with two NME sessions held during the day. Members will be allowed to bring children along, however, children would not be allowed to paddle on the canal. Members would be permitted to paddle as per usual
  - The organisers will need to confirm possibility of usage of facilities by minors
  - MC queried whether friends and family are covered by club's insurance. SC noted that per club's British Canoeing affiliation, a person may attend up to four taster sessions in one year before they must join the club
  - SF proposed that a bake sale is held on the day along with a BBQ, towards which club members would be asked to donate. It was suggested that a video montage of club trips is put together and shown to the attendees along with holding a canoe polo session at the end of the day
  - SF queried whether participants in the NME sessions would need to book in advance - MC suggested liaising with IT to set up booking in Eventbrite. SF to advertise 'Hold the Date' in NfC and on the Facebook page
- *Go Canoeing Week affiliation* - SF provided an update on potential affiliation with Go Canoe event and noted that RCC would be limited in our ability to provide Go Canoeing events under the scheme due to being an adults only club
- *Club BBQ* - CH noted that a BBQ grill currently stored on the side of the cage belongs to Regents, which IBC has requested be stored elsewhere to ensure it is not disposed of
- *Future Summer Events at the Club* – SC noted the need to hold other events including Quiz night, Thursday night BBQ, and games night. It was proposed that a BBQ is held on June 16<sup>th</sup>, ahead of the Alps trip. Belle Cartwright and Adam Peacock have volunteered to host an event

**ACTIONS:**

- **SF to advertise 'Hold the date' for the May event in the NfC and on Club's Facebook page**
- **SF to review arrangements for Club's facilities use by minors during the May event**
- **SF to review potential for holding a bake sale during the May event**
- **Belle Cartwright and Adam Peacock to organize a social event at the Club**

**9. Any Other Business**

- *Petrol payments on club trips* - Belle Cartwright noted that a person has refused to pay for petrol on a trip they were on and has backed out from a subsequent trip. SC has asked Belle to reach out to the trip organiser and request that the organiser reaches out to the person in question in the first instance.
- *Club Splits* – OB presented a query from Hannis Whittam on whether the Club had splits available for members' use. SC reported that club does own a pair of splits that are open for Club trip use for free, at the discretion of the Kit Officer. SC to make a note of this in the Organising a trip section on the website
- *Alps planning update* - SC reported that Gemma Wilson had a request from one of the Alps houses to provide home and contents insurance details. SC noted that some discussions were ongoing for insurance cover. MC noted that the insurance could be sourced and added to the cost of the trip – Gemma to investigate travel insurance to the trip and provide an update. SC noted that a referendum on UK's future EU membership is scheduled during the trip dates – MC to remind Gemma and attendees of this
- *IBC Update* – SC noted a recent meeting with IBC regarding leadership and management changes, along with plans for site redevelopment. IBC reported that site bathrooms, kitchen and barge are currently in the process of being renovated. There are plans to fully rebuild the site in the future – Regents Club is welcome to stay along and be involved in the plans. The details of the plan will be made available to the Committee as soon as they are available

**ACTIONS:**

- **SC to add a note on availability of splits for Club trip use to the Organizing a trip section on the Club's website**
- **Gemma Wilson to provide the Committee with an update on sourcing travel insurance for the Alps trip**
- **MC to alert Gemma to the dates of UK's EU membership referendum and pass the details on to trip attendees**

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

The Committee confirmed the following dates for Committee Meetings:

- 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**

- **IT to update committee on take up for the IWWK at next meeting**
- **IT to update the website to replace BM with KB and reassign the kit@rcc email to Kate**
- **SC to update the Organising Trips section of the website to request that all deposits are made into the club account**
- **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
- CH to review Training Policy and bring proposed amendments to Committee for agreement
- CH to publish 2014 Training Meeting minutes
- SC to circulate proposed Constitution amendments regarding Associate Memberships
- All to review role definitions and any supporting policies in the Handbook
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- IT to reach out to UAB to confirm what liability cover can be provided and suggest that a small charge is paid to
- SF to liaise with 'This Girl Can' Campaign to review possibility of affiliation
- KB to provide an update on the sale of retired boats
- KB and STW to review purchase on an additional medium boat
- SC to contact IBC to request taking ownership of one of the outside lockers
- KB to provide an update on using ropes for boat storage in the cage
- CH to finalise lead coach for IWWK
- CH to advertise 3\* coaching on Facebook and explore potential dates for the course
- OB to add review of Associate Membership fees to next meeting's agenda
- ST-W to provide a proposal for RCC membership fees for 2016/17
- SF to advertise 'Hold the date' for the June event in the NfC and on Club's Facebook page
- SF to review arrangements for Club's facilities use by minors during the June event
- SF to review potential for holding a bake sale during the June event
- Belle Cartwright and Adam Peacock to organize a social event at the Club
- SC to add a note on availability of splits for Club trip use to the Organizing a trip section on the Club's website
- Gemma Wilson to provide the Committee with an update on sourcing travel insurance for the Alps trip
- MC to alert Gemma to the dates of UK's EU membership referendum and pass the details on to trip attendees