

Regents Canoe Club

Committee Meeting Minutes

Date: Monday, 21st March 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, Matt Collins, Sarah Ford, Ben Parkes, Steffi Thorhauer-White, Kate Balderson, Ian Tokelove
Apologies received:	Olga Beschastnykh, Clarissa Horilczenko
Other members present:	Emma Birtles, Alistair Ring, Jenni Richards
Chair:	Sean Clarke
Minutes:	Sarah Ford

2. Minutes: 22nd February Committee Meeting

The minutes of the 22nd February Committee meeting were agreed and signed off.

3. Matters Arising: 22nd February Committee Meeting

COMPLETED ITEMS:

All completed items were agreed.

- *SC to circulate proposed Constitution amendments regarding Associate Memberships* - circulated and on agenda - item closed
- *OB to add review of Associate Membership fees to next meeting's agenda* - added to agenda - item closed
- *ST-W to provide a proposal for RCC membership fees for 2016/17* - item on agenda - item closed
- *SF to advertise 'Hold the date' for the June event in the NfC and on Club's Facebook page* - advertised on NfC and Facebook - item closed
- *OB to review Equality Policy in the Handbook* - done. Proposal to re-sign on agenda
- *CH to review Training Policy and bring proposed amendments to Committee for agreement* - done. On agenda - item closed
- *CH to review Training and Safety Policies in the Handbook* - done - item closed
- *CH to finalise lead coach for IWWK* - it will be CH. Item closed
- *CH to advertise 3* coaching on Facebook and explore potential dates for the course* - outcome revised following Training Meeting. Will update Committee via email. Item closed
- *IT to update committee on take up for the IWWK at next meeting* - 12 people currently signed up for the course - item closed
- *IT to update the website to replace BM with KB and reassign the kit@rcc email to Kate* - updates made - item closed
- *IT to reach out to UAB to confirm what liability cover can be provided and suggest that a small charge is paid to* - No response received from UAB - Item closed
- *KB to provide an update on using ropes for boat storage in the cage* - included in Equipment Officer's Report - Item closed
- *SF to review potential for holding a bake sale during the June event* - SF has requested donations for bake sale - Item closed
- *Gemma Wilson to provide the Committee with an update on sourcing travel insurance for the Alps trip* - SC has provided Gemma with details of Club's liability insurance - Item closed
- *MC to alert Gemma to the dates of UK's EU membership referendum and pass the details on to trip attendees* - update provided - item closed
- *All to review role definitions and any supporting policies in the Handbook* - all reviews received. KB will have another look at Equipment Policy prior to AGM - item closed
- *SF to review arrangements for Club's facilities use by minors during the June event* - agreed to let attendees know that attendance by minors is acceptable but that parents or guardians should be in attendance with minors if/when they use changing rooms - encourage use of disabled toilet where practical - item closed

ONGOING / REPORTS:

- *CH to follow up with BC to confirm whether the club is required to have a welfare officer* - No response from BC yet. Action carried forward - item ongoing
- *CH to publish 2014 Training Meeting minutes* - outstanding - planned to publish 23rd March - item ongoing
- *SC to update Organising Trips section of website to request that all deposits are made into the club account* - item ongoing
- *SC to update Organising Trips sections of website to include taking note of the location of nearest A&E(s)* - item ongoing
- *SF to liaise with 'This Girl Can' Campaign to review possibility of affiliation* - no response received yet - item ongoing

- KB to provide an update on the sale of retired boats - 1 boat has been sold, 2nd boat to be advertised and sold - item ongoing
- KB and STW to review purchase on an additional medium boat - handover to the new Committee following finalisation of end of year accounts - item on hold
- SC to contact IBC to request taking ownership of one of the outside lockers - item ongoing
- Belle Cartwright and Adam Peacock to organise a social event at the Club - BP to follow-up - item ongoing
- SC to add a note on availability of splits for Club trip use to the Organising a trip section on the Club's website - item ongoing

ACTIONS:

- CH to follow up with BC to confirm whether the club is required to have a welfare officer
- CH to publish 2014 Training Meeting minutes - outstanding. Planned to publish 23rd March
- SC to update Organising Trips section of website to request that all deposits are made into the club account
- SC to update Organising Trips sections of website to include taking note of the location of nearest A&E(s)
- 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
- Belle Cartwright and Adam Peacock to organise a social event at the Club
- SC to add a note on availability of splits for Club trip use to the Organising a trip section on the Club's website

4. Equipment Officer Report

- BA float test update - most BAs have been float tested with four remaining to be tested
- Boat maintenance - a boat maintenance session to be organised on 22nd May. KB to contact trip attendees to participate

ACTIONS:

- KB to reach out to members to attend boat maintenance session on 22nd May

5. Health & Safety, Training & Incidents Reports

SC reported on behalf of CH:

- Incidents - None reported
- Training Subsidies - The following people applied for a 40% subsidy for BC 4* assessment held in March 2016. Total course cost was £165. Each applied for a subsidy of £66.00:
 - Steffi Thorhauer-White - All approved, pending publishing of article in NfC
- Training Meeting - held on 17th March with a good turn out of members. Suggestions will be reviewed and put forward to the new Committee for inclusion in the 2016/17 Training Calendar. Minutes will be published 23rd March
- Training Policy - review of the Training policy highlighted inconsistencies in practice regarding Level 3 and above coaches receiving a membership fee discount. All agreed to remove this from the Training Policy

ACTIONS:

- CH to publish 2016 Training Meeting minutes on 23rd March
- SC to update Training Policy to reflect current practice of no discounts to membership fees for coaches

6. Associate Membership Constitution Amendment proposals:

SC shared proposals for amendments to Associate Memberships prior to the meeting. Discussion took place on the differences between the proposed Associate and Distance membership types. In principle, the Committee are agreed with splitting the current Associate Membership into Distance and Associate Membership. Discussion took place on whether or not Distance Members should be entitled to access to subsidies or not. BP expressed strong disagreement for Distance members having access to subsidies. After further discussion, it was agreed to put the proposals as they stand to the membership at the AGM and request that the membership make the decision following an update on the financial position of the club.

Motion carried: to propose the Associate Membership amendments to the membership at the AGM

7. Membership Fees:

ST-W and SC outlined their review of the club's financial position and proposals for membership fees, equipment hire fees, subsidies and other incomes. In light of the increase in costs to the club in British Canoeing affiliation fees, insurances, site rental, pool hire fees and general upkeep costs, the recent increase to members for attending pool sessions and wanting the club to still be affordable, the following was put forward to the Committee for consideration:

- Membership fees for 2016/17:

Fee Type	Proposed
Annual (Full Fee)	£75.00 Annual Fee pro-rata to date of joining/renewal
	01 Jun - 30 Nov £75.00
	01 Dec - 31 May £37.50
Annual (Concession)	50% of Annual Full Fee pro-rata to date of joining/renewal
	01 Jun - 30 Nov £37.50
	01 Dec - 31 May £18.75
Annual Associate Member	£15.00

Annual Distance Member (new membership type if approved at AGM)	£35.00
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- Full & Concession Memberships - 4 agreed, 2 abstained. Motion carried
 - Associate Membership - 4 agreed, 2 abstained. Motion carried
 - Distance Membership - 4 agreed, 2 abstained. Motion carried
- The above proposals will be put to the membership at AGM.

• **Training Subsidies:**

Following a review of the finances and members getting involved in leadership and reduced numbers getting involved with coaching, it was proposed to restructure Training Subsidies to incentivise members to pursue coaching qualifications:

Current	Proposed
40% subsidy for the following courses: <ul style="list-style-type: none"> • First Aid (8hrs plus - particularly Outdoors) • Foundation Safety & Rescue Training (FSRT) • White Water Safety & Rescue (WWSR) • Advanced White Water Safety & Rescue (AWWSR) • 4* Leader Training / Assessment • 5* Leader Training / Assessment • BC UKCC L1, L2, L3, L4, L5 Training / Assessment • Moderate Water Endorsement (MWE) Training / Assessment • Advanced Water Endorsement (AWE) Training / Assessment 	20% subsidy for the following courses: <ul style="list-style-type: none"> • First Aid (8hrs plus - particularly Outdoors) • Foundation Safety & Rescue Training (FSRT) • White Water Safety & Rescue (WWSR) • Advanced White Water Safety & Rescue (AWWSR) • 4* Leader Training / Assessment • 5* Leader Training / Assessment
	60% subsidy for the following courses: <ul style="list-style-type: none"> • BC UKCC L1, L2, L3, L4, L5 Training / Assessment • Moderate Water Endorsement (MWE) Training / Assessment • Advanced Water Endorsement (AWE) Training / Assessment
No proposed changes to the types of courses that can be considered i.e. no personal paddling development will be considered	

• **Administrative charges:**

A commitment fee was proposed for members seeking to attend 1*, 2*, 3* training or rolling courses and any other courses run by the club. This is to reduce the number of “no-shows” on courses. The proposed fee is £5.00 per course

• **Other incomes:**

Other areas explored were adding small profits onto RCC branded items from Spreadshirt, an extra £1/£2 for attendance at social events.

The Committee discussed the proposals at length and agreed to only put forward membership fee proposals to the AGM. All other proposals will be recommended to the incoming Committee for consideration.

ACTIONS:

- **SC to handover non-membership fee income proposals to the incoming Committee for consideration**

8. AGM prep

SC circulated amalgamated proposed changes to the handbook for consideration. Handbook changes proposed were:

- Update all references from *British Canoe Union (BCU)* to be *British Canoeing (BC)*
- Update to role definitions following review by each Committee member
- Update *Equality Policy* to clarify that it relates to “gender identification” and not just “gender reassignment”
- Update *Training Policy* to include: “Each day trip and weekend trip of the IWWK Courses should have an appropriately qualified BC coach to ensure safety and provide overall leadership and coaching.”
- Update Safety & Liability Policy to include in the Club Trips section: “Any incidents arising from the trip that require hospitalisation must be reported to the Safety & Training Officer as soon as possible”

All agreed. Handbook to be updated to reflect these changes and published.

ACTIONS:

- **SC to publish updated Handbook**

9. Any Other Business

- *Upcoming Trip organisation* - IT to book November, December and February Dart trips accommodation. SF to book November Lakes trip accommodation. Emma Birtles volunteered to organise first May bank holiday trip. ST-W and Jenni Richards volunteered to run second May bank holiday trip
- RCC Open Day - Event to be held on June 12th with no cost for attendance. Attendees will need to sign a disclosure form to be able to paddle on the canal. SF to liaise with IT to organise and advertise NME sessions. Committee members should encourage volunteers to help organise events and encourage attendance
- Club sign - SC to reach out to IBC regarding updating and improving RCC sign outside the venue
- Club keys - SC to request that Krzysztof leaves keys with duty officer at the start of weeknight Club sessions
- AGM Raffle - MC to organise a raffle during the AGM meeting to encourage attendance

ACTIONS:

- IT to book November, December and February Dart trips
- SF to book accommodations for Lakes trip
- SF to liaise with IT to organise and advertise NME sessions during Open Day
- SC to reach out to IBC regarding improving Club sign
- SC to reach out to Krzysztof regarding key procedures during Club sessions
- MC to organise raffle during AGM

10. Date & Time of Next Meeting(s)

The Committee confirmed the following dates for Committee Meetings:

- Thursday, 21st April, 2016 (20:00 - 22:00) - Annual General Meeting (**Confirmed**)

11. Close**Summary of Action Items**

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- CH to publish 2014 Training Meeting minutes - outstanding. Planned to publish 23rd March
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- SC to add a note on availability of splits for Club trip use to the Organising a trip section on the Club's website
- KB to reach out to members to attend boat maintenance session on 22nd May
- CH to publish 2016 Training Meeting minutes on 23rd March
- SC to update Training Policy to reflect current practice of no discounts to membership fees for coaches
- SC to handover non-membership fee income proposals to the incoming Committee for consideration
- SC to publish updated Handbook
- IT to book November, December and February Dart trips
- SF to book accommodations for Lakes trip
- SF to liaise with IT to organise and advertise NME sessions during Open Day
- SC to reach out to IBC regarding improving Club sign
- SC to reach out to Krzysztof regarding key procedures during Club sessions
- MC to organise raffle during AGM