

Regents Canoe Club

Committee Meeting Minutes

Date: Monday, 22nd August 2016

Time: 19:00 - 21:00

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



Description

1. Welcome and Apologies:

In attendance: Matt Collins, Clarissa Horilczenko, Emma Birtles, Alistair Ring, Rachael Fisher

Apologies received: Sean Clarke, Ian Tokelove, Sarah Ford, Kate Balderson

Other members present: Ben Parkes, Peter Davies

Chair: Matt Collins

Minutes: Clarissa Horilczenko

2. Minutes

The minutes of the 18th July meeting refer to an incorrect date: "CH to look into additional pool sessions that were booked for 18th August and 27th August". 27 August to be changed to 27 October.

The minutes of the 18th July 2016 Committee meeting were agreed and signed off subject to the above change.

3. Matters Arising:

COMPLETED ITEMS:

No action items were advised as completed prior to the meeting

ONGOING / REPORTS:

- CH to publish 2014 Training Meeting minutes - still outstanding
- CH to publish 2016 Training Meeting minutes on 23rd March - still outstanding
- MC to sell/dispose of two broken/unused boats - Karnali to be offered for free, green and red Mamba prices to be reduced. MC advised he had done the advertisement as requested and new action is with Equipment officer to arrange sell/disposal actions. Item closed
- CH to review Risk Assessment - IWWK & other courses. CH advised this completed and she had proposed changes. Agreed to send proposals to committee via email to get agreement
- AR to review Risk Assessment - Cash Handling - outstanding
- AR to liaise with Castle Canoe Club to confirm increase to pool equipment session hire fee to £30 from Winter 2016. AR advised that he needed to liaise with SC on this matter - outstanding
- EB and RF to organise club socials. EB advised the Quiz night has been picked and is in progress. Other items need to be organised. Ongoing action to next committee meeting.
- MC to organise a Sunday BBQ, club day. Committee agreed to have an "end of summer BBQ" at the club on 25 September. This date cannot be confirmed as this is less than the 6 weeks IBC asked for notification to use the site on a Sunday. MC to ask IBC if this date is ok with IBC before advertising the date to the club. It was discussed that perhaps bank based training and information sessions could be done at the BBQ. Examples to consider: "how to run a trip", "leadership", "coaching", and informal "FSRT". It was discussed that an official FSRT could not be done on this date as it was not enough time to advertise with Canoe England. CH to propose training sessions in consultation with other club members and present to committee and session organiser. Item closed, new items raised.
- MC to email all recent NME members to invite them to BBQ. MC emailed all NME members - item closed
- KB to purchase more webbing for boat cage - outstanding
- SF to add a note in NME update to ensure people are aware of how to adjust footplate without losing nuts - outstanding
- STW to liaise with CH regarding 1* assessments for IWWK 1 and 2 - outstanding
- CH to look into additional pool sessions that were booked for 18th August and 27th October and offer for training subject to 12 people being willing to attend/pay £15 to avoid cost to RCC. CH advised 18 August was cancelled and 27 October is to be used for bracing sessions. Item Closed.
- SF to arrange next leadership course for end September/beginning of October with the assistance of LS - outstanding
- CH to look into organising an FSRT course one Sunday - outstanding
- KB to reschedule Scotland trip and assist AHO with organising. New date has been advertised to the club and trip organiser has started arrangements. Item closed.
- RF to notify key holders/people on duty to close but not lock red gate to reduce the chances of members of the public entering the site - outstanding
- LS to use her discretion and decline refund; however, equipment deposit to be refunded - refund declined, deposit refunded - item closed
- AR to review potential banking providers for ethical policies and practical applications in order to propose a new banking provider for RCC Bank Accounts. AR advised this was completed and had no recommendation to change from the current banking arrangements. He could not find any better options. Item closed
- MC & SF to review format of NMEs and bring proposals for change to the committee. MC investigated NME online booking systems and membership payment options. He advised that he could not find any electronic payment option that cost less than £4 per transaction. He suggested that this was not feasible to ask the club to pay nor the new

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members to have to pay this extra cost. The committee agreed. He did believe that he had some proposals to improve the online booking and membership form process. He advised he would try the new process next NME and report back to committee on how it went. MC also advised that we are short of NME coaching volunteers and organisers will be asking for new volunteers. Item closed.

ACTIONS:

- CH to publish 2014 Training Meeting minutes
- CH to publish 2016 Training Meeting minutes on 23rd March
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- EB and RF to organise club socials
- KB to purchase more webbing for boat cage
- SF to add a note in NME update to ensure people are aware of how to adjust footplate without losing nuts
- STW to liaise with CH regarding 1* assessments for IWWK 1 and 2
- SF to arrange next leadership course for end September/beginning of October with the assistance of LS
- CH to look into organising an FSRT course one Sunday
- RF to notify key holders/people on duty to close but not lock red gate to reduce the chances of members of the public entering the site
- KB to sell/dispose of two broken/unused boats
- CH to send proposed updates to the Risk Assessment - IWWK & other courses for review and committee agreement.
- MC to confirm the BBQ date with IBC and arrange NFC if confirmed
- MC to change NME booking and membership next month and advise on its success next committee meeting

4. Equipment Officer Report

No updates

5. Health & Safety, Training & Incidents Reports

- *Incidents* - Two incidents reported. One involved a chipped tooth from a pool session. Review of the incident resulted in a decision to send a reminder via NFC to advise members to be careful in the pool and any incidents to be reported if they require hospital visit. The second incident was a dislocation on a river trip. The review of the incident determined the correct procedures were followed and no follow up actions.
- *Training Subsidies* - None reported
- *Other items*
 - CH did not get enough interest to run a session on the 18 August. CH cancelled the 18 August pool session and the Treasurer confirmed the club received a credit for the session to be used on future bookings.
 - Peter Davies asked what types of training were covered in the subsidies. He was advised to check the training section on the website and advised in the committee meeting that it was for training that benefits the membership: leadership, safety and coaching qualifications. Personal paddling skills training was not included. BCU 4 * is included, BC Coaching qualifications, FSRT and WWSR. BCU 2* and 3* awards are not included.
 - CH raised an issue that she considered that the club could not run further rolling course with the current syllabus with a video theory session in the committee room. The course organiser was advised that the theory sessions could not be offsite at a member's house. The committee room equipment did not work and a member of the club had to bring personal items of laptop and TV to be able to show the DVD. She considered this not a suitable situation. She asked committee if the club or the club insurance would pay for repair if any of the items were damaged. CH also advised that she could not find any risk assessment that advised that training could not be conducted off site and had to be onsite at IBC and asked the committee members attending if this was known to them. No one attending could answer either question. Action was agreed for the CH to liaise with relevant committee members on the onsite policies and CH to investigate the answers to questions raised and publish these so it was clear to members and organisers for the future. CH action to suggest possible changes so the next course for or advise it cannot be can be run in October 2016 as planned.

ACTIONS:

- CH to write NfC notice to members to remind them of safe pool procedures
- CH to investigate with other committee members on the policies and risk assessments regarding offsite training locations
- CH to investigate whether the club would reimburse for personal items damaged in theory sessions on site at IBC
- CH to propose changes to the Rolling course or advise if it should not be run in October at next committee meeting

6. Any other Business

- Lost kit number currently diverts to SC - this needs to be changed to the Equipment Officer. KB is absent from the meeting so needs to be carried forward to next meeting
- AR advised that the "Organising a Trip" session planned for 15 August 2016 did not occur and needed to be rescheduled.
- RF advised that at the pool session the organiser advised there was a marker/line where boats cannot go across due to

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safety reasons. RF asked the Safety officer if she was aware of this and to follow up on the reason.

- CH raised whether a yearbook is being produced this year as one was not produced last year. It was agreed to take this as agenda item for next committee meeting.
- In the previous committee meeting STW resigned as the Secretary. SC requested all committee members if they would be prepared to take on the role of Secretary. Emma Birtles agreed and the Committee was asked to ratify the decision. All agreed.
- AR advised he is giving notice to resign. He advised he would stay on in position until a replacement is found. The committee discussed that it was unlikely the position would be filled internally and suggested arrangements should be made as soon as possible to go to the membership to fill the position via an SGM. The non-portfolio position vacated by Emma Birtles on accepting the Secretary role would also need to be filled by the membership. It was agreed at this committee that a SGM would be held as soon as possible to fill both the positions. The date and time of the SGM is 29 September 2016.

ACTIONS:

- KT to confirm Lost Kit number will diver to her mobile
- CH to follow up with Mark Donaldson regarding an apparent safety line at the pool
- CH to follow up with SC regarding RCC Yearbook 2016

7. Date & Time of Next Meeting(s)

The committee confirmed the following dates for the committee meetings:

- Monday, 26th September, 2016 (19:00 - 21:00) - Committee Meeting (**Confirmed**)
- Monday, 29th September, 2016 (19:00 - 20:00) – Special General Meeting (SGM) (**Confirmed**)
- Monday, 31st October, 2016 (19:00 - 21:00) - Committee Meeting (**Confirmed**)
- Monday, 28th November, 2016 (19:00 - 21:00) - Committee Meeting (**Confirmed**)
- Monday, 09th January, 2017 (19:00 - 21:00) - Committee Meeting (**Confirmed**)

8. Close

Summary of Action Items

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