

Regents Canoe Club

Committee Meeting Minutes

Date: Monday, 31st October 2016

Time: 19:00 - 21:30

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



Description	
1. Welcome & Apologies	
In Attendance:	Matt Collins, Emma Birtles, Ian Tokelove, Sarah Ford, Kate Balderson, Clarissa Horilczenko, James Mogie, Geoff Sinclair
Apologies received:	Sean Clarke, Rachael Fisher
Other members present:	
Chair:	Matt Collins
Minutes:	Emma Birtles
2. Minutes: The minutes of the meeting of 29th September were agreed and signed off	
3. Matters Arising:	
<u>COMPLETED ITEMS:</u>	
<ul style="list-style-type: none"> • SC to advertise on NFC for a year book volunteer - Advertised 09.10.16 - Action Closed • SC to let IBC know that RCC have donated two old slalom boats to them - Completes Action Closed • SC to ask IBC to fix TV so that this can be used for future rolling course theory session - TV is confirmed to be working, RCC just need to supply cable and DVD player / laptop in order for it to work. Action Closed • New Treasurer to review Risk Assessment - Cash Handling - Has been reviewed and approved - Completed • CH to follow up with Mark Donaldson regarding an apparent safety line at the pool - Completed MD explained that one particular occasion the pool fill level was lower than normal so he suggested a pool safety line. • CH to create a shortened version of pool rules and publish online and in NFC - Completed - rules will go out on NFC on a week where we do not have much information to give out. • KB/SC to liaise with IBC regarding Sunday access for the "Cage Sort Out" - Completed took place on the 29.10.16 • CH to review the IWWK& courses risk assessment and circulate proposed changes to the Committee - Completed 	
<u>Ongoing / Reports:</u>	
<ul style="list-style-type: none"> • CH to publish 2014 Training Meeting minutes - On going • CH to publish 2016 Training Meeting minutes on 23rd March - On going • RF to organise Christmas Party for the 08th December - RF can longer organise Christmas party. JM to check availability of different venues to see what is available for the 08th December • SF to arrange club signage - SF presented 3 different sign and cost options committee agreed on debond option. SF to arrange print and display 	
Actions:	
<ul style="list-style-type: none"> • CH to publish 2014 Training Meeting minutes • CH to publish 2016 Training Meeting minutes on 23rd March • JM to organise Christmas Party venue for the 08th December • EB to laminate the Pool Rules and put up at Britannia Leisure Centre • SF to proceed with ordering and installing RCC signage 	
4. Equipment Officer Report	
<ul style="list-style-type: none"> • Kit cupboard lock has now been fixed • Netting has been put up on the top shelf of the boat cage to store play boats • 11 new Pool Spray Decks have been purchased • KB queried whether kit officers may be liable if kit was rented out and someone was injured due to club equipment being faulty for example if someone had previously had a knock to the head in a helmet and not said anything when returning kit this may have weakened the helmet. KB will review policies and external guidance 	
Actions:	
<ul style="list-style-type: none"> • KB to review RCC Safety & Equipment policies and external guidance on BAs and helmets 	
5. Health & Safety, Training & Incidents Reports	
<ul style="list-style-type: none"> • <i>Incidents</i> - one incident occurred on the October MEM trip which member to seek medical assistance. CH to chase incident forms • <i>Training Subsidies</i> - Clarissa Horilczenko UKCC Level 2 Certificate in paddle sports training. Cost of the course £250.00 - applied for £200 subsidy as per guidelines. Committee in agreement. 	

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- *Other items*
 - Christine is happy to do FSRT training CH investigating how many people want to do this.
 - After discussion, it was felt that coaches and organisers of trips should feel empowered to say no to letting people run all features when it may not be at their skill level to avoid accidents. CH will discuss with SC and communicate to regular organisers, coaches and leaders

Actions:

- CH to chase the incident form for October MEM
- CH to update IWWK courses to include a 1* assessment at the end of the course

6. Any other Business

- IT has provisionally booked the 2017 Barle & Exe trip for October 27th-29th 2017
- KB has volunteered to organise Scotland 2017
- GS has investigated changing bank accounts and will bring proposals to a Committee meeting soon
- GS looking into methods of payments such as card payments at the club and will bring proposals back to Committee if any are viable
- GS putting together trip organisation forms for standard and coached trips in order to better track expenses
- A pair of Pogies were lost on a recent MEM trip after a coach lent theirs to a student who then lost the paddle. All paddles have now been recovered and we are waiting to find out if Pogies have also been found. Committee voted 5 for and 3 against club reimbursing the coach if the Pogies are not recovered
- MC noted that there were non-members attending the Scotland 2016 trip which is in breach of the RCC Trips Policy and Risk Assessment

Actions:

- MC to write an NFC note about non-club members attending club trips and to also look into the policy around this and check the trip organiser handbook
- SC to continue to investigate MEM incidents from both trips

7. Date & Time of Next Meeting(s)

The committee confirmed the following dates for the committee meetings:

- Monday, 28th November, 2016 (19:00 - 21:00) - Committee Meeting
- Monday, 09th January, 2017 (19:00 - 21:00) - Committee Meeting

8. Close

Summary of Action Items

- CH to publish 2014 Training Meeting minutes
- CH to publish 2016 Training Meeting minutes on 23rd March
- JM to organise Christmas Party venue for the 08th December
- EB to laminate the Pool Rules and put up at Britannia Leisure Centre
- SF to proceed with ordering and installing RCC signage
- KB to review RCC Safety & Equipment policies and external guidance on BAs and helmets
- CH to chase the two incident forms required for October MEM
- CH to update IWWK courses to include a 1* assessment at the end of the course
- MC to write an NFC note about non-club members attending club trips and to also look into the policy around this and check the trip organiser handbook
- SC to continue to investigate MEM incidents from both trips