

Regents Canoe Club

Committee Meeting Minutes

Date: Monday, 28th November

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, Sean Clarke

Apologies received: Rachael Fisher

Other members present:

Chair: Sean Clarke

Minutes: Emma Birtles

2. Minutes: The minutes of the meeting of 31st October were agreed and signed off

3. Matters Arising:

COMPLETED ITEMS:

- 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 - Note on who can come on trips was sent out in NfC on 20th Nov. Note on behaviour on trips has been drafted and will be issued pending outcome of follow up incident. Action closed
- JM to organise Christmas Party venue for the 08th December - William IV booked. Action closed.
- CH to publish 2014 Training Meeting minutes - Done - IT to publish on website
- CH to publish 2016 Training Meeting minutes on 23rd March - Done - IT to publish on website
- SF to arrange club signage - sign now ordered and will be installed shortly

Ongoing / Reports:

- EB to laminate the Pool Rules and put up at Britannia Leisure Centre

Actions:

- EB to laminate the Pool Rules and put up at Britannia Leisure Centre
- IT to publish training minutes from 2014 and 2016 to the website

4. Equipment Officer Report

- KB has looked for guidance on how often we should replace club BA's and helmets, currently we have no record of how old our kit is
- British Canoeing has no guidance on this so KB suggest the committee writes our own guidance on how often we replace kit
- British Canoeing suggests that BA's should be replaced every 5 years and should be checked every time they are hired, this does put a lot of responsibility on the kit officer. Currently we say it is the responsibility of the person hiring but do they know what they are looking for
- Suggest we introduce a sheet for new members to sign saying that they understand kit hire rules and safety.
- Suggest we start a log going forward for all new kit bought we can upload this to the website in the committee section and include in the AGM's going forward
- Kit log can then also be used for asset registry as a list of all boats is needed for insurance purposes.
- Forecasting for Kit works out at roughly £5.6k a year and we can look back on previous years to see what we have spent on kit
- Committee agree that for the amount of use our kit gets the once a year kit check is adequate and we need to but the responsibility on the members hiring kit to check it properly themselves.
- No boats need repairing

Actions:

- MC to check that kit declaration is included in NME sign up form
- KB to read through the kit policy and suggest any changes ahead of the AGM
- GS and KB to look back on what we have spent in previous years on kit
- SC to send KB and GS the old assets registry
- IT to conduct a word search of Helmets and BAs through old minutes to see if we can track when they were purchased

5. Health & Safety, Training & Incidents Reports

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- *Incidents* - None
- *Training Subsidies* - None
- *Other items*
 - Coaches catch up has been planned for December and January. Summary of the recent coaches conference will be presented along with BC changes relating to the star and training awards and discussion around the recent leadership course. We also want to provide a clear definition between leading and coaching
 - A UKCC Level 1 coaching course will be organised for April / May now that we have enough interest
 - 2 FSRT will take place in the next 6 months

Actions:

- IT has been contacted about flat water paddling training opportunities this is to be forwarded on to CH to follow up
- CH to follow up at the coaches catch up about empowering leaders
- CH and GS to review IWWK notes for treasurer and course organiser on how we run the course and how deposits and course fees are handled

Any other Business

- RCC to monitor communication channels, any official club business must only be communicated through official channels (NfC, website and Facebook group). Committee members may communicate via any other means (e.g. Messenger, Whatsapp etc) but these are not to be used for the communication of any Club business
- Currently we have 23 people who have signed up for the Xmas party the venue has enough space for 50-60 people, we can cover the cost of the venue hire
- Scotland trip if we move this later we might end up in a situation where we don't have a weekend off in between trips. Club could consider running a second Scotland trip in the spring
- NME was cancelled for December but 3 people did sign up for this we agree that this should still be cancelled
- GS presented a number of banking options to the committee. Agreed that we need multiple approvers on the club account. Agreed that if we want to propose non cash transactions that would also be a reason to change back accounts. Agreed that if it is going to simplify things that would be another reason to change. GS has looked into different payment options if we were to install non cash payment options we would have to investigate an outside power socket and potentially a club smart phone or tablet
- Trip organisers can use pro-forma invoice so the club can transfer funds to them so that they don't have to pay for expenses out of their account alternatively we can provide a float
- Pool sessions have been booked for Jan and Feb

Actions:

- EB to send out a follow up email to members on the November Dart encouraging them to attend Christmas party
- EB to add trip organisers expenses to the next agenda
- KB to look at preferred Scotland trip dates and how the other winter trips can fit around it
- IT to check if Barle and Exe trip can be moved to one week earlier to allow for the Scotland trip to be in the last week of October
- IT to remove December NME from Calendar
- MC to create dates for NME for next year and add to the calendar ready for January
- GS to withdraw funds from PayPal account left over from IWWK2
- GS to propose one or two bank account options to the committee before we agree on if we change accounts
- GS to come back with costing options for payment methods and transfers

6. Date & Time of Next Meeting(s)

The committee confirmed the following dates for the committee meetings:

- Monday, 09th January, 2017 (19:00 - 21:00) - Committee Meeting
- Monday, 20th February, 2017 (19:00 - 21:00) - Committee Meeting
- Monday, 27th March, 2017 (19:00 - 21:00) - AGM Preparation
- Thursday, 20th April, 2017 (20:00-22:00) - Annual General Meeting

7. Close

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