

Regents Canoe Club

Annual General Meeting Minutes



Date: Thursday, 20th April 2017

Time: 22.00-22.45

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

Description

1. Welcome & Apologies

In Attendance: Sean Clarke, Rachael Fisher, Emma Birtles, Sarah Ford, Kate Balderson, Clarissa Horilczenko, Geoff Sinclair, Vera, Ian White, Deborah Mackie, Olga Beschastnykh, Rachel Ulferts, Ben Parkes, Moke Wall, Paul Wathan, Liza Sumpter, Dan Scott, Mark Rowe, Carol King, Gemma Wilson, Mark Donaldson, Jenni Richards, Johannes Woelfing, Issam Norris-Halani, Emma Collings, Adam Peacock, Ralph Wilson, Adam Coombs, Dave Chamberlain

Apologies received: Matt Collins, Ian Tokelove, James Mogie, Christine Dove, Marc Labuhn

Chair: Sean Clarke

Minutes: Emma Birtles

2. Minutes: 21st April 2016 Annual General Meeting minutes were agreed and signed off

3. Matters Arising:

- Incoming Committee to review the possibility to produce a future year budget/forecast when presenting the Annual Report at the next AGM – covered in treasurer report item closed

4. Committee Member Reports

- *Chair: Sean Clarke*

Awaiting Report

- *Secretary: Emma Birtles*

Recorded and circulated minutes for committee meetings, Encouraged and mentor new members to organize trips, organised MEM, Organising Alps 2017

- *Equipment Officer: Kate Balderson*

Kate thanked Liza, Debs and Carol for there help with kit this year

Equipment report for AGM 2017

Current club equipment:

Item	Number
Boats	52
River decks	25
River BAs	25
River cags	27
River helmets	22
River paddles	43
River open boat paddles	15
Canal BAs	40
Canal decks	19
Pool boats	17(?)
Pool paddles	18(?)
Pool decks	17(?)

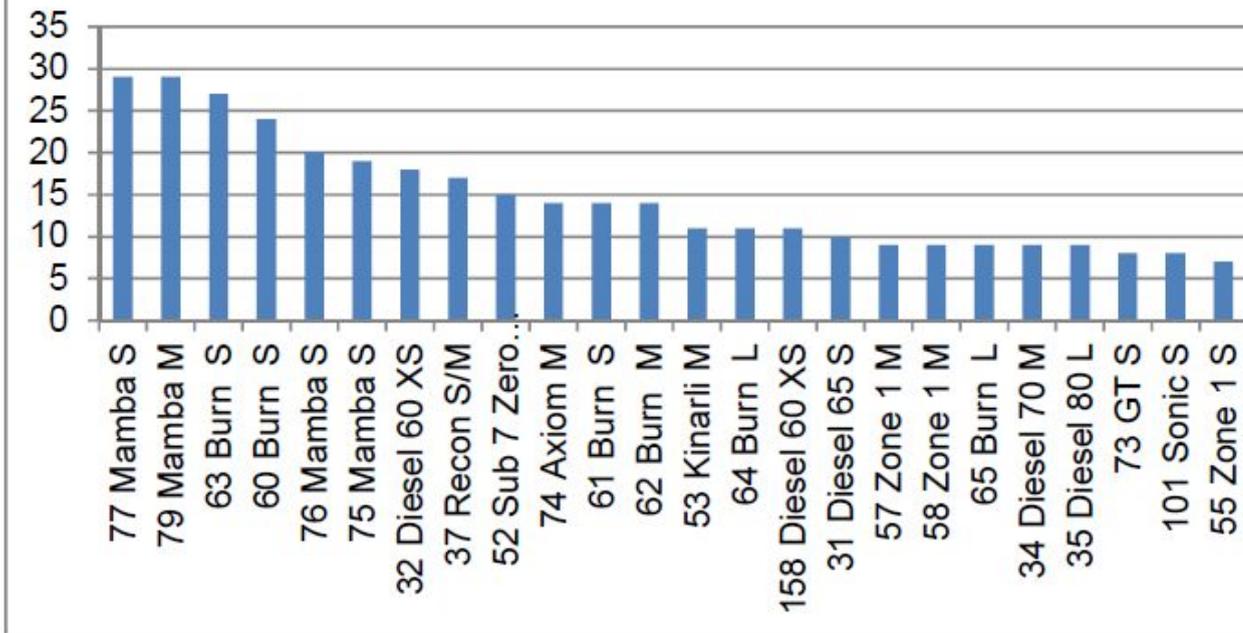
Equipment lost / disposed of

Small mamba 76 (trashed)
 Small mamba 65 (punctured)
 One cag (torn sleeve)
 Pool spraydecks – about 15 (disintegrating)

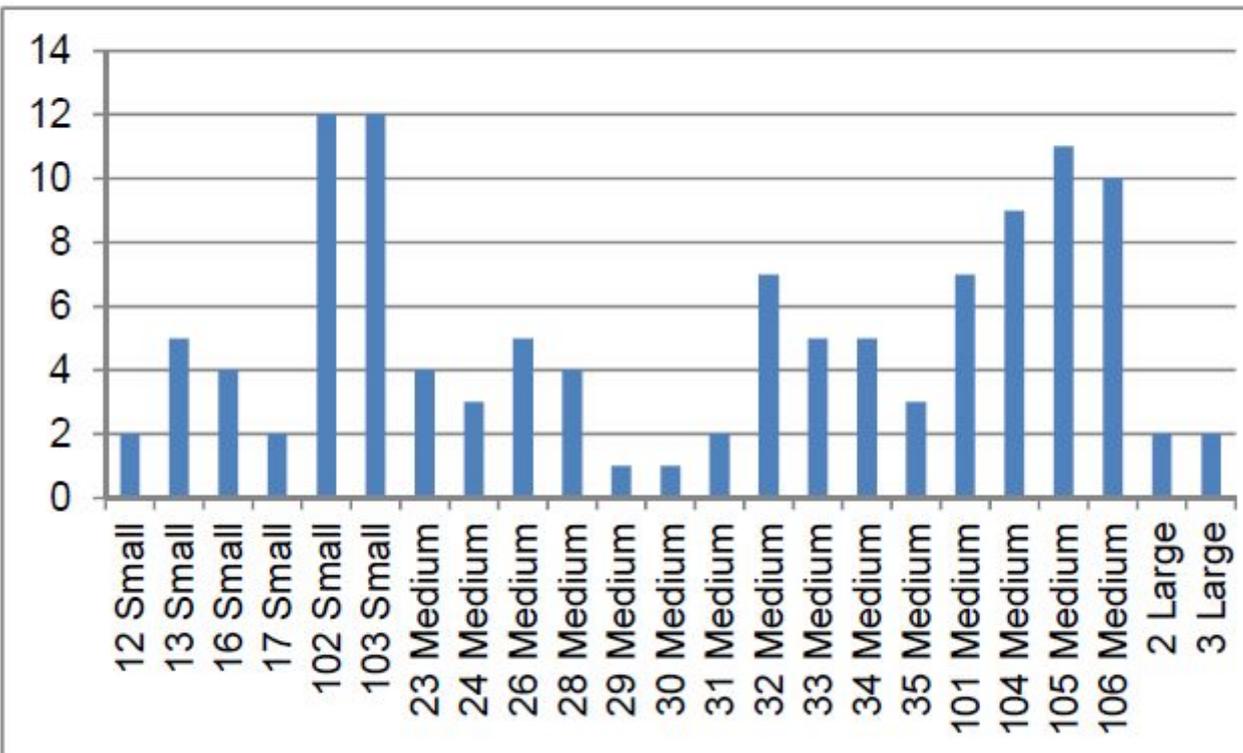
New equipment purchased:

White water kayaks – Medium Burn (62), Medium Jackson Zen (99)
 New spraydecks for pool – 15
 Airbags
 Replacement foam pillars for Diesel kayaks (2)
 Footplate nuts (NUMEROUS!)

Top 20 boats by frequency of hire - April 2015 - Dec 2016



BAs – frequency of use (figures from last year)



Proposed equipment purchases

	Item	Number to purchase	Price per item	Total cost
Essential	New helmets	20	£22.95	£459
	Some new river BAs	5	£50	£250
	Some new canal BAs	5	£27	£135
Strongly recommended	1 medium white water kayak (Propose: medium Kinarli)	1	£550	£550
	1 small white water kayak (Propose: second hand Zet Veloc)	1	£600	£600
	1 medium white water kayak (Propose: second hand Zet Raptor if possible, new one if not)	1	est £600 - 900	£600
Desirable	1 small white water kayaks (Propose: second hand small Jackson Zen if possible, new if not)	1	est £600	£600
	More paddles for the canal (enabling some to be sent to the pool)	5	£64	£320
	Second set of split kayaking paddles	1	£139.95	£140
	Open boat kneeling thwarts			£0
	Open boat knee pads (alternatively could be home made using cut up yoga mat?)	3	£23.58	£71

Replacement items – AGM approval not required

Essential only	£844
Essential + Strongly recommended	£2,594 to £2,894
Essential, Strongly Recommended + Desirable	£3,725 to £4,325
Everything	£4,316.48 to £5,666.48
Kit officer recommendation (essential, strongly recommended, first three desirable items)	£3,654

- *Treasurer: Geoff Sinclair*

Geoff thanks Ralph Wilson for Auditing the accounts.

Geoff thanks committee before he came on for leaving the club in a good financial state.

Ralph proposes the new committee to review bank accounts

Ralph thanks Geoff for the new systems he has put in place.

The full treasurer report are on Appendix of these minutes

With regards to the club bank accounts, the AGM approved:

Geoffrey David Sinclair, as Treasurer, to provide general administrative and permissions instructions, including users and user roles, to the bank(s)

The incoming members of the Committee will be authorised to operate the bank accounts with permissions and roles to be authorised by the Treasurer from time to time.

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The continued operation of bank accounts with the Co-operative Bank

At the Treasurer's discretion, the opening of new bank accounts with HSBC or Triodos Bank.

The AGM further required that any payment out of the Club's bank accounts have at least 2 signatories (or, in the case of online payments, an initiator and an approver).

- *Membership Secretary: Matt Collins*

This year I have attended all but two committee meetings, collected money at NME evenings and answered around 15-20 emails from prospective members. I've also moved to a completely digital system for new memberships signups, so no paper forms anymore. This makes my job easier and reduces errors in transcribing contact details.

The 2016/17 year has been a healthy year for membership numbers, there are a total of 220 members this year, down from 244 from 2015/16. We did see an increase in renewals up from 99 last year to 105. Please see charts below for some stats on our membership. If re-elected I'm keen to work with our treasurer to set up better online payments for renewals and start accepting card payments. I would like to thank all of the committee

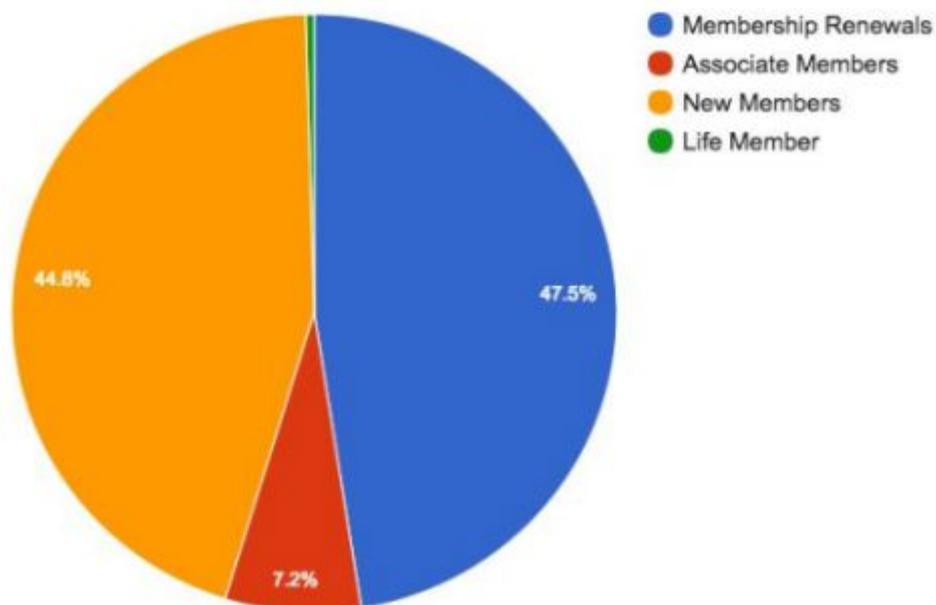
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members for working hard this year. I'd also like to thank all the members who have helped run new members evenings over the year, your time is much appreciated.

Membership breakdown

Full Membership Renewals	105
Associate Members	16
New Members	99
Life Member	1
Total Members 2016/17	221



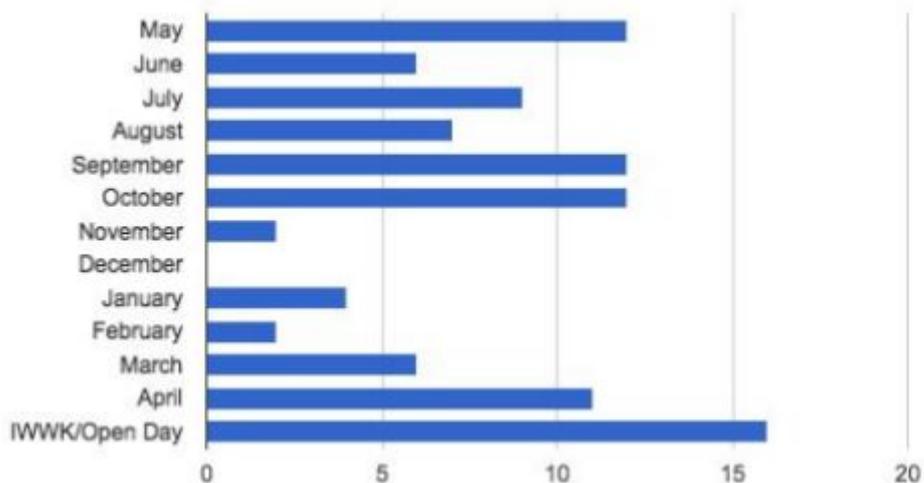
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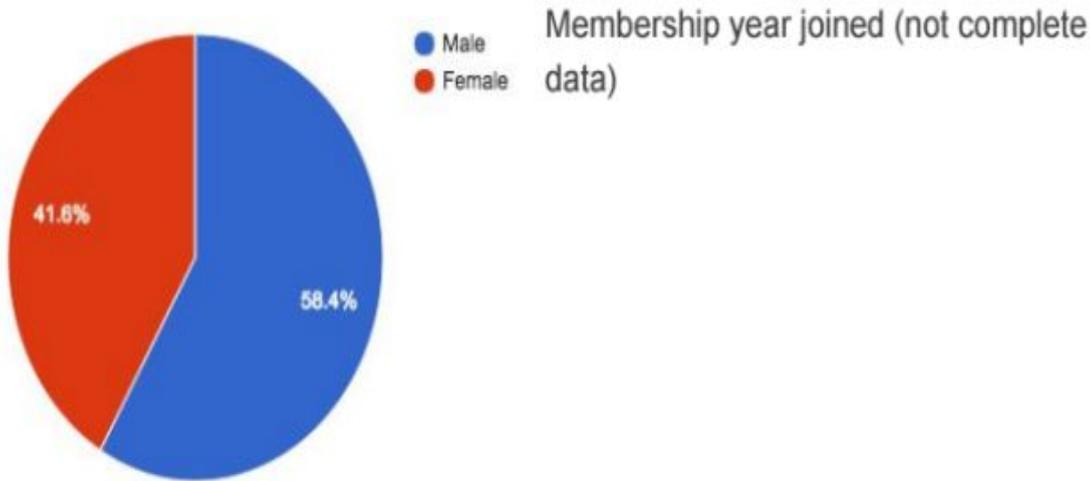
New members evening and IWWK breakdown

Month			
May	12	November	2
June	6	December	
July	9	January	4
August	7	February	2
September	12	March	6
October	12	April	11
		IWWK/Open Day	16
		Total	99

New joiners by NME



Membership gender identity



Membership year joined (not complete data)

- *Training Officer: Clarissa Horilczenko*

As Safety and Training officer I collate the incident and accident reports for the year and manage all training subsidy requests to the Committee for approval. I also help co-ordinate the training for the membership and keep up to date with coaching, leadership and safety news from British Canoeing.

We had a great number of volunteers offering their services to the membership to provide training, coaching support & observations and doing BC star award assessments. A big thank you to everyone who helped.

The annual training meeting was held on 23 February 2017 and we held 2 Coaches Catch up meetings (5 Dec 2016 and 16 Jan 2017) over the winter which provided the ability for members to share information on coaching and leadership. These sessions will continue into the new year on a quarterly basis.

We also had a great number of members participated in training to improve their personal paddling, safety, leadership and coaching skills. We have at least 4 members scheduled to get their Level 1 Certificate in Coaching Paddlesport in May 2017 with a further group by the end of the year. 3 members on target to complete Level 2 Certificate in Coaching Paddlesport Awards in 2017 after doing their training this year.

Key changes:

Subsidy Amounts

Following a review of the finances and members getting involved in leadership and reduced numbers getting involved with coaching a restructure of the Training Subsidy was implemented in 2016/2017 to incentivise members to pursue coaching qualification. Subsidies were changed to below:

RCC Subsidies
<p>20% subsidy for the following courses:</p> <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
<p>80% subsidy for the following courses:</p> <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

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Admin charges

A commitment fee was introduced for members seeking to attend 1, 2*, 3* training and rolling courses and any other courses run by the club. This was to reduce the number of "no-shows" on courses. This would be at discretion of training officer/coach and would not exceed £20.*

Incidents

There were 8 incidents reported to the committee for the year

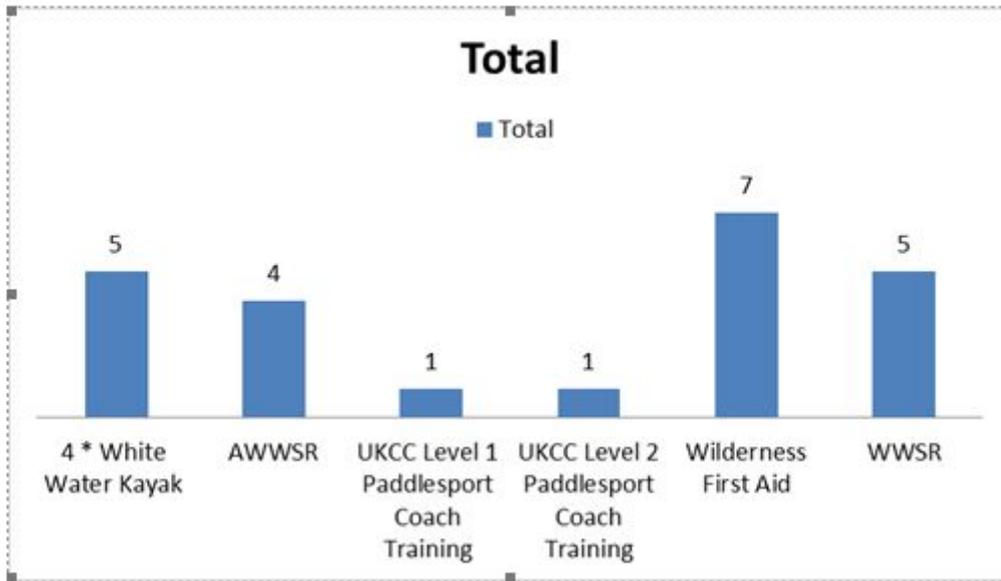
Training Subsidies:

A number of training subsidies were requested and approved for the year. The payment of subsidies is dependent on articles being submitted and published on the website blog.

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Total No. Approved:



Breakdown of subsidies:

- WWSR**
 - Emma Collings
 - Claire Morris
 - Ruth Hughes
 - Sarah Spriggs
 - Emma Birtles
- AWWSR**
 - Ryan Warnock
 - Hannis Whittam
 - Sean Clarke
 - Emma Birtles
- Wilderness First Aid**
 - Ian White
 - Gemma Wilson
 - Mark Rowe
 - Emma Birtles
 - Ruth Hughes
 - Clarissa Horilczenko
 - Dave Chamberlain
- 4 * White Water Leader**
 - Adam Peacock
 - Mark Donaldson
 - Amy Lilley
 - Emma Birtles
 - Hannis Whittam
- UKCC Level 1 Paddlesport Coach Training**
 - Simon Hall
- UKCC Level 2 Paddlesport Coach Training**
 - Clarissa Horilczenko

Training/Courses Run by the club:

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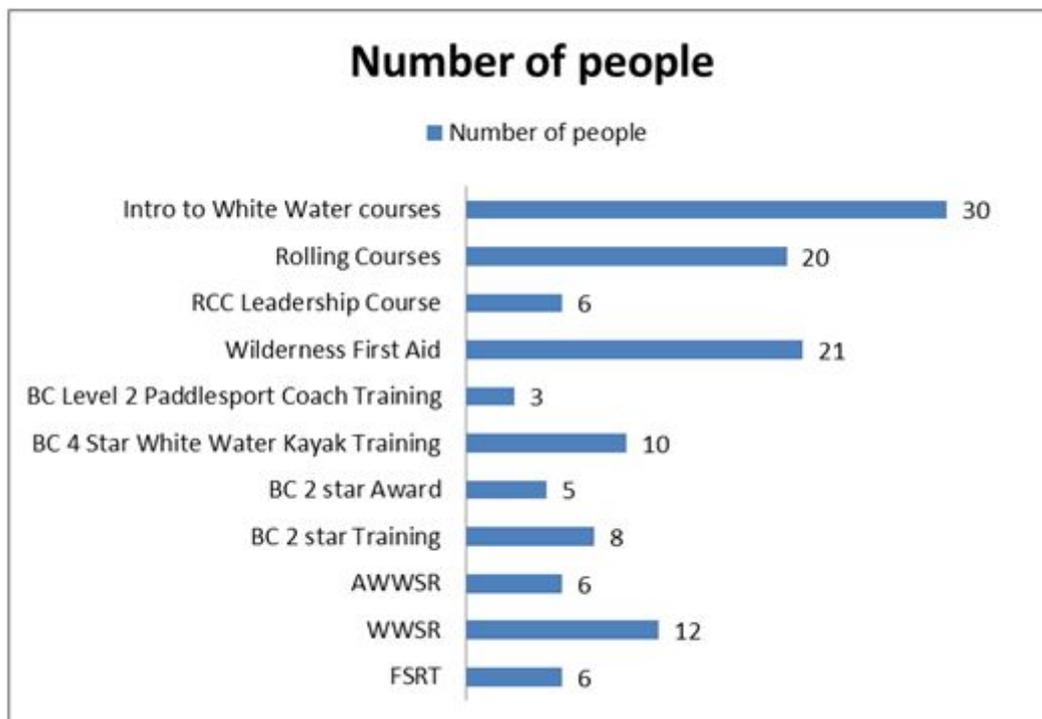


The training officer co-ordinated Wilderness First Aid courses and other external courses. However the following training was provided by the membership for the membership:



Training by the membership:

The following table shows the types of training / courses the membership participated in / attended during the year. This includes club and external training providers.



Note: this is based on information available to training officer via subsidy requests, knowledge of training done by members and those organised by the club.

- **Communications Officer: Ian Tokelove**

Responded to about 150 public enquiries, maintained and updated website and calendar, maintained mailing lists for Intro courses and New Members Evenings and advertised courses, assisted Chair with Notes from Canalside and attended meetings.

- **Non-Portfolio Officer: Sarah Ford**

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Organised the RCC open day last June, helping to raise the profile of paddle sports and promote a healthy and active lifestyle.

Attended most, if not all, of the committee meetings and voiced opinions and views on a variety of subjects.

Organised 2 successful 3 day lakes trips and booked in next one in November.

Worked with Liza and Clarissa to restructure the RCC leadership training programme, produce an easy to read handout for extended learning and run a test weekend in December. Although the weather didn't allow for our full intentions, we did learn from the the process, which will assist with training this year. I'd like to look at running a second of these this winter.

Organised the RCC christmas party last year, including the collation of 'Regents Moments' and awards prizes.

Renew the RCC signage, which is currently being installed outside.

Oversaw the NME rota and worked closely with volunteers and Membership secretary to ensure smooth running or sessions.

- *Non-Portfolio Officer: Rachael Fisher*

Organised the duty roster for the past year, the summer BBQ and helped organise the open day.

I have organised a number of club trips and booked accommodation for the dart trips end of 2017/2018.

Helped find volunteers to organise the trips after Emma went to secretary.

- *Non-Portfolio Officer: James Mogie*

5. Accounts

Auditors Report and Approval of Accounts. Ralph Wilson presented the Auditor of the Club Accounts report:

The Auditor's report was accepted by simple majority show of hands by the membership.

The membership agreed by simple majority show of hands to reappoint Ralph Wilson as the club's Auditor for the new financial year

6. Amendments to the Constitution.

No amendments suggested by the Committee but take action to review training subsidies in 4 months' time.

7. Election of new committee

The following nominations were received prior to the AGM:

Chair: Olga Beschastnykh was nominated by Matt Collins and seconded by Gemma Wilson.

Olga Beschastnykh was accepted as Chair by a simple majority show of hands by the membership

Secretary: Emma Birtles was nominated by Matt Collins and seconded by Olga Beschastnykh

Emma Birtles was accepted as Secretary by a simple majority show of hands by the membership

Treasurer: Geoff Sinclair nominated by Sarah Ford seconded and by Emma Birtles

Geoff Sinclair was accepted as Treasurer by a simple majority show of hands by the membership

Safety & Training Officer: Clarissa Horilczenko nominated by Emma Birtles seconded and by *Olga Beschastnykh*

Clarissa Horilczenko was accepted as Safety & Training Officer by a simple majority show of hands by the membership

Membership Secretary: Matt Collins nominated by Emma Birtles seconded and by Gemma Wilson

Matt Collins was accepted as Membership Secretary by a simple majority show of hands by the membership

Communications Officer: Ian Tokelove nominated by Emma Collings seconded and by Simon Drayson

Ian Tokelove was accepted as Communications Officer by a simple majority show of hands by the membership

The following positions had more nominations than available places prior to the AGM. A secret ballot was held - :

Equipment Officer: Johannes Woelfing nominated by Kate Balderson seconded and by Rachel Ulferts

Equipment Officer: Rachael Fisher nominated Clarissa Horilczenko seconded and by Geoff Sinclair

Johannes Woelfing was elected as Equipment Officer by a majority Secret Ballot.

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Non portfolio officer: Issam Norris-Halani nominated by Geoff Sinclair seconded by Jenni Richards

Non portfolio officer: Debs Mackie nominated by Ben Parkes seconded by Gemma Wilson

Non portfolio officer: Carol King nominated by Emma Birtles seconded by Debs Mackie

Non portfolio officer: Jenni Richards nominated by Geoff Sinclair seconded by Rachael Fisher

Non portfolio officer: James Mogie nominated by Sean Clarke seconded by Marc Labuhn

Non portfolio officer: Rachael Fisher nominated by Clare Taylor seconded by Clarissa Horilczenko

In no particular order, the three people with the most number of votes were elected:

Debs Mackie was elected as Non-Portfolio Officer (1) by a majority secret ballot by the membership

Carol King was elected as Non-Portfolio Officer (2) by a majority secret ballot by the membership

Rachael Fisher was elected as Non-Portfolio Officer (3) by a majority secret ballot by the membership

Summary of Action Items

- Review Training Subsidies in 4 months
- Review bank accounts for the coming year
- Lessons learned of incidents throughout the year to be presented at next year's AGM