

Regents Canoe Club Committee Meeting Agenda



Date: Monday 12th August 2019
IBC Project Room – 6.30 pm

Agenda
1. Attendance and Apologies. Kate, Hugh, Liza, Andrew, Dan. Apologies: Ben, Laura, Steve Betts, Caroline.
2. Minutes of last meeting and matters arising: Minutes agreed. Actions discussed at end of meeting.
3 Finance Update. (DS) Mile End Mill broke even even though the water fees have increased. Need to ensure organisers aware of this in future. Agreed to refund ½ course attendee who couldn't attend the course in the end. DS to prepare Mid year accounts for the year to bring to the committee.
4 Safety and Training Update: Incident reports/Training Subsidy requests/iwwk feedback (BA) IWWK completed. General discussion around how it went. Agreed to preempt payment confusion and volunteers confusion by using the goardless payment for the course only and to advertise for two people to run the logistics for both courses in January and work with them early to recruit volunteers. Students seemed happy. And although a smaller intake the course went well and financially was fine. KB to add this to the task list. First aid is now booked and the IBC room booked. Thanks to BA. Trip report from MEM - one participant shoulder popped to and he put it back and didn't want to go to hospital. He is aware this is a recurrent thing. Didn't paddle the next day. No further action required, pool and course and all paddling emphasis not overreaching and holding box position.
5 Equipment Update (HE) Kit day went well, thanks to HE and those that turned up. HE presented a breakdown of all the kit and recommended the club buy a medium boat and also buy about 8 new spraydecks. General discussion about what boat to buy. Agreed because the total amount over 1000 should ask members for agreement so to advertise a general meeting on kit prior to the next

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committee meeting.

HE to draw up a proposal for feedback agreement at the SGM.

The Mamba is being mended.

HE said it would be useful to some help with mending kit on club nights. Going to advertise in RCC social media to get see if anyone interested in helping.

6. Insurance update (KB)

- kit insurance – the payment is due today. KB and LS have checked the policy, invoice received and DS to pay this evening.
- club affiliation – written confirmation from BC received re: last year and also re: details of what experienced leaders means.

General discussion that we do have good procedures for ensuring strength/experience in groups and that BA is looking at ways of encouraging WW skills and leadership .

7. Risk assessments:

KB finalised the trip risk assessment, LS and CS checked and feedback and now agreed. All risk assessments now reviewed for this year. All should be accessible on the website.

AHO to check the most up to date are on website.

8. Trips Update (SB/LS)

SB sent through a chart of all the upcoming and potential trips: who is organising, what is booked, have deposits been paid etc. Very useful to check against invoices and for committee to have an overview of where we are at. Thanks to SB.

Also need to outline what has been booked for next year. LS to start putting dates together for IWWK course and MEM trips based on this year.

SB has sent trip update reports to all organisers and BA has received them back.

9. Policy and handbook update (KB)

Discussion around the handbook format. Regardless of the format the following was agreed:

AHO to ensure below polices are viewable on the website in a suitable/sensible place.

Policies need reviewing allocated in the following way:

Equalities – KB

Kit – HE

Safety – BA

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Privacy Policy - AHO
Handbook - LS/KB

10. Coaching qualification info for members (KB)

KB raised issue of encouraging more people to undertake coaching. BA has been doing. Breakdown of the new qualification system. This can be used to update the flowchart on the website.

BA also recommending people do the WW leadership which is quit easy to undertake now.

To discuss further when BA back.

11. Socials

Film night - need to get dates; Claw might do the quiz. - AHO to ask organisers re dates.

Christmas party - Kate to advertise for an organiser

12. BC Access Campaign (KB)

Kate to advertise if anyone wants take on this campaign on behalf of the club. Access champion.

13. Instagram (and web update) (KB)

Happy with the instagram.

AHO will update the privacy policy accordingly but it isn't an issue for data management.

14. Civil Service Pool Sessions. (AHO)

Received email from Civil Sevice club re: the pool. Agreed to advise they should contact Britannia direct, let them know our dates, so they don't take them!, and advise that castle also book some of the dates. If they do book any dates there we are happy for them to use the kit as per castle.

15. AOB.

One club member who didn't renew in time turned up to renew. Advised to sign up for NME BUT if easier for CW to renew directly then CW to organise.

DS looking at new accounting system to try and reduce cost to club as cost of xero going up. Will report back.

16. Actions

To do:

LH to check the duty box

LS to update contact details in the duty folder.

KB to put BA training request to members in NFC

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KB to draw up key tasks sheet for committee/handbook
DS to report on updated cost of accounting system. - Looking at a reduced price. Or looking at other accounting systems.
DS to confirm kit insurance payment.
KB to find rent agreement and check last years payments
LS to contact Civil service people re: pool
BA/HE/KB/AHO to review policies as per above.
CW to contact non renewed member re: at forward. LS to pass on details.
AHO to update privacy policy with recent changes
AHO to check policies and most recent RA's on website now.
KB to advertise access campaign and see if there is an access champion out there.
AHO to chase social organisers for dates which suit them
KB to put call out for Christmas party organisers in nfc.
LS to put together next year dates for the courses and MEM trips so can book accommodation.
KB to add IWWk organising to the task list.

Done

CW to update on coaching qualifications. Done
LS to send across to info to DS. Done
LS to chase up with BC as to what is needed. Done - see above. As per BC website FAQ
LS to write up in guest sign in book 6 sessions 6 guest sessions only before you have o join. Done
KB to provide a list of payments due and the dates they are due.
BA to check potential dates for wilderness first aid training. Done
KB/LS to check IBC Regents Park venues once have dates from BA. Done
SB/DH to get list of accommodation booked to DS and to double check that the MEM accommodation has been booked. MEM as been booked this was confirmed.
Done
LH/KB to do IWWK and trips RA. Done
BA to put out request for training to members. Done
KB to send HE the kit log. Done
LS make trip update a standing item on agenda. - done
KB to put note in Nfc about organising other trips. - done
SB to send out list of dates for next years booking - done
SB to send through a trip RA to KB for information - done
LS to action leadership meeting - done
LS to follow up BC insurance info with email to finalise. - done
LS to organise for payment of kit cover by 12th August. - doing.
SB to update the trip form - done
SB to do list of accommodation what's been booked etc for dropbox - done