

Regents Canoe Club Committee Meeting Agenda



Date: Monday 16th December 2019
IBC Project Room – 6.30 pm

Agenda	
1.	Attendance: Liza , Kate, Caroline, Ben, Andrew Apologies: Steve, Dan, Laura
2.	Minutes of last meeting and matters arising: Add notes on the discussion about the defibrillator to the minutes. No matters arising
3	Finance Update. (DS) No unexpected costs. Final costs from Scotlandin and will be recharged soon. Work on invoices etc over Christmas with full profit and loss under for the meeting in January.
4	Safety and Training Update: Incident reports/Training Subsidy requests. (BA) <ul style="list-style-type: none">- Scotland trip – debrief session happened and facilitator to report back with any recommendations for the club.- LS has developed a trip organising crib sheet which highlights the safety elements of the RA and key elements of safe club culture and supports organisers and trip to be more engaged with expectations of organising safe trip. To circulate to committee for comment.- LS still to do the safety policy review- Discussed need to have a S&T meting before the end of the committee year also be good to have a leadership meeting before then too. Date to be set.
5	Equipment Update (HE) Boat 59 pillar repair is now done. Mambas repair is now done but the seat needs reassembling. HE drafted and shared the debrief lessons learnt template. DS asked HE to look at the pillar in the zone one. BM is going to mend some pool boats.
6	Trip update (KB)

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Bellever has been booked for the November dart
Brimpts farm has been booked for the Xmas dart

Barle and Ex - still to do

January north wales for beginners is happening organised by EB

Alps trip - discussed re: organisers and ensuring that people aware places are not guaranteed. KB to discuss informally with organisers, but organising is happening and going well.

DC and BL keen to organise a canoe/kayak tip for limited numbers 28th/1st FEB HE has offered to support. KB to find out a bit more about this

7. NME In winter (CW)

CW recommended not running a January NME and to restart in Feb. Committee agreed.

8. Insurance

BC club insurance due for renewal in april 2020
Kit insurance due in August 2020

9. BC database

AHO is still looking at whether this is a viable option for the club. DS and CW keen fo database change but AHO needs to explore a bit more around data control and how hat is managed. BC aren't very clear at this point. TBC.

10. Calendar on web

AHO has added a calendar to the email system and this will be on the website too so there is no need for google calendar. Committee understand this is ongoing work and members will end up with viewable calendar with proposed dates too and at happy for AHO to continue to wok on this and develop. It wont be an immediate swap.

Actions

To do:

Committee - set AGM date
Committee - set H&T mtg date
AHO - exploring BC membership database ongoing
KB follow up on proposed canoe trip
KB to draw up key tasks sheet for committee/handbook
BA/HE/KB/AHO to review policies as per above. HE done equipment - others safety, equality outstanding.

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AHO to update privacy policy with recent changes
KB to add IWWk organising to the task list.
DS to contact IBC re: rent
CW to meet with LS to look at Webcollect deleting.
AHO to check privacy policy says emails shared on trips.
AHO to check our membership numbers with BC (re: insurance)
BA to save trip reports to shared drive.
LS to review safety policy
KB o book Ex and Barle
BA to review trip RA
KB to talk to IBC re Defibrillator
LS to look at safeguarding statement
LS to do trip report for T trip.

Actions completed last month

AHO to look at google calendar or equivalent.
KB to organise debrief
HE to do debrief template
KB to book accommodation for the November dart and Christmas dart on the proposed dates.
CW to consider Jan NME.
BA and KB to meet re: safeguarding items.