

Regents Canoe Club Committee Meeting Agenda



Date: Monday 20th January 2020
IBC Project Room – 6.30 pm

Agenda

1. Attendance: Kate, Hugh, Dan, Laura, Steve, Ben, Caroline. (Sylvia observing)

Apologies: Liza, Andrew

2. Minutes of last meeting and matters arising:

No matters arising

3 Finance Update. (DS)

- Trips: Surplus from north Wales trip – approx. £12 credit to be issues per person. Mile End Mill trip minor loss. Alps - deposits for accommodation booking needs to be reimbursed.
- Approx. £200 in profit from first aid course - refund to be issued to attendees of approx. £12 per person.
- Coming up to end of financial year. May have small loss but if so not a significant one.
- **DS to look at kit income and share information with Hugh**
- **DS for next meeting to bring update on which areas are making the biggest profits and losses**
- Membership - on course to have same number of members in the coming year
- DS to confirm membership income
- IBC rent - RCC have been paying less rent than we should have been for last 2 years as a change in rate was never actioned by IBC in their billing. RCC have been in contact with IBC re sorting this out. Risk of needing to reach a settlement.

4 Safety and Training Update: Incident reports/Training Subsidy requests. (BA)

- Subsidies - Clarification needed regarding training subsidies - to be addressed in Safety and Training meeting
- **BA to make agenda for safety and training meeting -agenda to include confirmation of existing subsidy arrangements**
- **AHO to update website as per changes agreed in special general meeting.**
- Incident reported from NW trip. Learning point to go to A+E earlier and/or have someone other than the injured person check the severity of injury. Learning point also on better ensuring appropriate clothing worn on the river, especially for new paddlers. Suggestion of creating trip checklist for new paddlers which could be on the website and/or emailed around for trips.
- **SB to draft a trip checklist for new paddlers for next meeting**
- Discussion on risk assessment and how to ensure it is as useful as possible
- **BA to redraft risk assessment**

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	<ul style="list-style-type: none"> • Agenda item for February meeting on how lessons learnt should be circulated. E.g. could add section on incident reports on lessons learnt, could periodically share on NfC. HE to present ideas at training meeting. BA to add to agenda. • SB to have a look at trip organisers crib sheet to see how to combine with existing sheets • Discussion on trip organisers needing to get sign off from committee on who is on each trip (to ensure adequate balance of experienced leaders etc.) • IWWK – splitting out logistics and paddle leadership. Briefing of course leaders by Ben. Course leader to brief volunteers. • Rolling course - started
5	<p>Equipment Update (HE)</p> <ul style="list-style-type: none"> • Two old mambas -77 done. 79 needs a bit more work • 2 boats taken to get repairs – Legend and Karnali • New mamba - foot entrapment risk with footplate when adjusted • KB and HE to consider how to communicate needing to check footplate
6	<p>Trip update (KB)</p> <ul style="list-style-type: none"> • First T trip – Caroline volunteered to organise. Clash with pool session for IWWK course on Thursday evening.. • Brecons trip potential – note to go in NfC to gauge interest – kayaking plus open boat trip • Scotland – accommodation to be booked by trip organiser not by Steve. Need to check re clash with Barle & Ex re dates • Alps – accommodation booked • Trip reports - SB to check these all came in while he was away
7	<p>AOB</p> <ul style="list-style-type: none"> • AGM date set – April 20th 2020 • HE – thinking about buying a new canoe – going to look into it • Insurance – BC may now want copies of incident reports? – Need to follow up to clarify what’s needed – BA to follow up • Laura – moving away from London end of Feb. Will hand over duty list to Liza/Caroline
	<p>Actions</p> <p>To do:</p> <p>DS to look at kit income and share information with Hugh DS for next meeting to bring update on which areas are making the biggest profits and losses BA to make agenda for safety and training meeting -agenda to include confirmation of existing subsidy arrangements AHO to update website as per changes agreed in special general meeting SB to draft a trip checklist for new paddlers BA to redraft risk assessment KB to add process for sharing lessons learnt as agenda item for Feb Committee</p>

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meeting
HE to present ideas on sharing lessons learnt at safety and training meeting
SB to have a look at trip organisers crib sheet to see how to combine with existing sheets
KB and HE to consider how to communicate needing to check footplate on new Mamba
SB to check trip reports all came in while he was away
BA to follow up on BC insurance requirements
LH to handover duty list to Liza/Caroline
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.
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.

Next meetings - 24th February 2020, 30th March 2020