

Regents Canoe Club Committee Meeting Minutes



Date: Monday 24th February 2019
IBC Project Room – 6.30 pm

Agenda
1. Attendance Attendance: Hugh, Kate, Steve, Liza, Apologies: Andrew, Ben, Caroline, Dan
2. Minutes of last meeting and matters arising: <ul style="list-style-type: none">• LS to make small change to IBC section.• LS to correct Safety and Training to meeting not SGM.
3 Finance Update. (DS) <ul style="list-style-type: none">• Dan send through a draft of the accounts and the committee thanks Dan for his work on this, it was useful to get an update and agreed best until Dan at next meeting to ask any further question or clarifications.• Accounts update• Trip bookings update – Alps trip accommodation deposits have been paid.
4 Safety and Training Update: <ul style="list-style-type: none">• Incident reports/Training Subsidy requests. (BA) Ben: no incident reports to date. No training subsidy reports.• LS – explained the subsidy breakdown, had been agreed in September 2017 no need for SGM approval. Everything is a the discretion of the committee regardless to avoid abuse of the system. 60% for coaching 40% for leadership, WWSR and anything else which benefit the club as well as the paddler. ie. First Aid. AHO to update the website accordingly. Agreement for these %'s are in the September 2017 SGM minutes.• Feedback from the safety and training Mtg: The draft safety policy was reviewed and it was agreed to take forward to the AGM for sign off.

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Discussed the incident form and Hughs feedback form. At the S&T mtg it was agreed to combine the two but after feedback from AHO and KB trying to join the two it was recommended by KB to keep the forms separate as they do perform slightly different roles. BA recommended we submit incident reports that require spiral attendance. KB to ask AHO to add the need to send BC incident reports to the privacy policy.

- IWWK update. (BA) - AHO is organising the first course. LS to ask a coach to view the notes and check still consistent - also to ask AHO to hold a train the trainers evening.
- LS to ask the coaches if someone can take on the organising of the second course.

5 Equipment Update (HE)

- Still waiting to do the Mamba seat.
- Canoe been mended.
- Discussed the Canoe blowing off the cage. Discussed ways in which can better tie the boats on. Hugh to explore options for this which are workable.
- Discussed ways to inform people of how to check boats footrests, airbag and bolt. Sign on the cage? Sticker on the Boat?

6. Insurance update

- kit insurance - not due yet. Due August 2020.

- Club affiliation - This is now due in April. We will need to start preparing for this. It can be done online is AHO best positioned to do this as BC online administrator? Need to ensure we have the info ready. CW to prepare - number of members, breakdown of gender, how many BC members, any idea of age? LS, AHO and CW to look into what is needed.

7. BC consultation

- kB drafted a response with input from LS and BA, circulated to the committee in advance of meeting. HE made some suggestions to KB's draft. SK has assisted with the response and coordinating contacting other clubs. Agreed to stick with KB's version as the committee has had time to respond, but add in some of SK's points.
- KB to put out special NFC with or consultation response and the link so people can respond themselves.
- Ask SK to draft joint letter from clubs re: ongoing consultation and

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raising awareness. For Regional Development team – reiterating main points.

- KB and LS will attend the meeting on 19th March.
- KB to send our response into BC via the online consultation consultation.

9. Trip update (SB)

- AHO has now updated the trip update form on the website.
- The club trip crib sheet should be sent out to all trip organisers when they agree or ask to organise a trip.
- LS is working on adapting the risk assessment for use by the trip organisers
- CW is organising the first May Treweryn trip
- KB to ask for an MEM organiser.
- Jenni is averting the Alps in the next NFC.
- KB thanked SB for his work on new paddler guidance. KB has amalgamated this into the club website guidance and will ask AHO to update the website. AHO to update website with new trip guidance wording.
- Agreed not to decide to run the end of May trip until never the time. Or maybe do one in summer instead.

8. Preparing for AGM

- Agreed the date for the AGM. 16th April. Agreed to ask for any items for agenda now so that the formal notification, 21 days in advance, can include them in the agenda. KB to ask for AGM agenda items of membership.

Actions

To do:

KB to put safety policy on AGM agenda

AHO to add to privacy policy that incident reports which include emergency call out or hospital visits will be shared with BC.

KB to send consultation respond to BC

AHO/CW/LS to look into the info needed for our club affiliation and insurance renewal with BC. Due in April.

KB/LS and all members to be asked to attend the BC meeting on the 19th of March at LV.

KB to advertise the meeting at LV in NFC.

KB/AHO to liaise about updating website subsidy info.

AHO to organise a train the trainers with IWWK volunteers.

AHO to update website as per changes agreed in special general meeting

LS to redraft risk assessment

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KB and HE to consider how to communicate needing to check footplate on new Mamba – to be added to new guidance documents?

KB to draw up key tasks sheet for committee/handbook

BA/HE/KB/AHO to review policies as per above. HE done equipment – equality KB to add an additional line, safeguarding still outstanding, safety done to go to AGM.

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.

KB to talk to IBC re Defibrillator

LS to look at safeguarding statement

LS to contact coaches re: leading the second course.

Actions completed last month

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

SB to draft a trip checklist for new paddlers

KB to add process for sharing lessons learnt as agenda item for Feb Committee 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

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 Ben/Caroline

Committee – set H&T mtg date

AHO – exploring BC membership database ongoing

KB follow up on proposed canoe trip

AHO to check our membership numbers with BC (re: insurance)

BA to save trip reports to shared drive.

LS to review safety policy

LS to do trip report for T trip.

KB to book Ex and Barle