

Regents Canoe Club Committee Meeting Minutes



Date: Monday 23rd March 2020
Skype – 7.00 pm

Agenda

1. Attendance

Attendance: Hugh, Kate, Liza, Andrew, Ben, Dan
Apologies: Caroline, Steve

2. Minutes of last meeting and matters arising:

- Agreed.
- The club is now shut and all activity has ceased until further government updates.

- Membership renewals -
Need to prepare the forms as webcollect.

27th April - 5 weeks. Discuss at next

Andrew going to look into and sort out the affiliation with Dan.

Rent - pay this period of rent - forthcoming rent. What should we do?
Going to email jan with next rent payment about not able to use club.

Continue to pay subsidies for courses already down.

Lakes finance to use overpayment to pay the people who didn't turn up.

DS - to run the accounts from end of May.

Agreed subsidies. For Clarissa and Martin.

Ben and Dan to discuss tax stuff.

Brief letter to David Joy. Re: business as usual. Last to follow up on the BC stuff.

Discussed pool sessions and to book form the first of July.

Discussed ideas for stuff online. Quizzes and film night.

Ideas for NFC. Blog stuff and what you got from coaching.

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Andrew updating the website. Going through links etc and is reorganising - none of the members use the website so is going to rearrange it.

Work on improving the SCO.

3 Finance Update. (DS)

- Discussed rent. Need to make payment for Jan-March so agreed to pay and KB to write an email to request a rent reduction during the period of inactivity and inability to access the site. Mainly due to inability to recruit new members therefore income down. Discussed reasonable payment. KB to make a suggestion of 30% and take it from there.
- Lakes trip - 3 dropouts - agreed that any surplus would be split between the three people who were unable to attend.
- Agreed to continue to pay any requested subsidies (subject to normal committee agreement) for courses already completed.
- DS to do the accounts consolidation for the end of May to coincide with the membership year, since the AGM is now delayed and will therefore have an annual change of date.
- DS and BA to research/discuss Amateur Sports clubs tax requirements and ascertain if it is relevant to the club.

4 Safety and Training Update:

- Incident reports/Training Subsidy requests. (BA)

No incident reports to report.

Training subsidies agreed for CH and MW for First Aid course.

- IWWK 1 - cancelled/postponed. Still viewing to run the second course but this may need a rethink nearer the time. AHO says volunteers coordination can transfer over. Thanks AHO.
- Lakes trip report still to come.

5 Equipment Update (HE)

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- Pretty quiet at the moment. Amnesty on kit return from the lakes but Hugh getting a list of what is to come back.
- HE asked if could/should access club to check things safe and in order. KB to check with IBC club is shut and perhaps ask if IBC/John could shout if any problems? To check only if essential.

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. AHO will look into it and fill in form as required. Discussed ongoing need for insurance given break. Agreed it was an essential cost.

7. BC consultation

- KB has sent the consultation result. The 19th March meeting at LV got cancelled. LS to follow up and write to David Joy, regional officer and also local clubs re: joint response.

9. Trip update (SB)

- Alps trip now cancelled and deposits will be got back where possible.
- IWWK 1 wye trip cancelled and date/payment transferred to the following year.
- T trip cancelled and deposit returned.
- MEM trip in July still in the books.

8. Preparing for AGM

- AGM postponed due to COVID19. Current committee to stay on until new date can be arranged - up until July. Might need to come up with alternative mtg plan if still in lockdown/semi-lockdown.

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

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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

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

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