

# Regents Canoe Club Committee Meeting Minutes



Date: Monday 27<sup>th</sup> April 2020  
Zoom – 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 subject to format change and deletion of notes. **LS to do.**
- The club is now shut and all activity has ceased until further government updates.

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### 3. Finance Update. (DS)

- **Rent:** Rent for Jan- March has been paid. KB to contact IBC to request reduction of 70% rent while the club is shut. **KB to contact IBC.**
- **General accounts:** there are no outstanding payments and so what is in the bank is our current and savings account is our situation.
- **Alps costs:** waiting for COVID 19 policy to kick in for refund on deposit for one accommodation. Other non refundable accommodation booking will be transferred to next year. No need to use but there if trip goes ahead.
- **Tax requirements for Amateur sports club:** DS reported on corporation tax requirements . Currently the club is not required to pay this, given all participants are members. However previous IWWK courses when participants not members may mean have to submit information. DS will go through past accounts, work out areas that may be of issue and discuss with corporation tax accountant. Currently historic financial data is stuck in another house in lockdown so will only be able to start work on this when lockdown conditions are revised.

**Action:** DS to check out where it may be required.

- **pool sessions** – LS had not yet contacted the pool. Agreed not to make any forward booking commitments as no idea when can reuse the pool.

**Action :** LS to contact the pool about either reimburse the for sessions paid but not used or to be carried forward to when the pool is reopened.

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### 4. Safety and Training Update:

- Incident reports/Training Subsidy requests.

No incident reports to report.

Training subs – no requests.

- IWWK 1 – cancelled/postponed. Unlikely that IWWK2 will run either. LS to check pool sessions and reclaim costs or roll them forward. Need to rebook the WYE Valley hostel for the IWWK 2 as well. Roll into the next year or get deposit back.

**Action:** new committee to formally agree the cancellation of the the IWWK 2 on the recommendation of the old committee and action Hostel deposit options.

- Lakes trip report still to come. **Action: BA to chase.**

### 5. Equipment Update (HE)

- Pretty quiet at the moment. No updates from Hugh. He is doing an excellent job.
- KB has done a sign re: foot plates which HB will attach to the cage when we are back in there. **Action:** HE to attach KB's sign.

### 6. Insurance update

- Kit Insurance – not due yet. Due August 2020.
- BC club affiliation and Insurance: this has been renewed. AHO and DS renewed and set up a direct debit for renewal. LS forwarded the affiliation documents which were sent through to AHO for storage in DropBox folder.

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### 7. BC consultation

- BC have reported that they aren't going ahead at this time with items 2 or 9 of their recent club consultation. Both of the items which were of most concern to RCC. They are going to review them and will eventually come back to the clubs.
- Individuals and clubs can still contribute to the overall strategy.
- Discussed how to keep involved and input to any discussion. LS said secretary position receives club emails from BC can expand this out to other committee members and also have BC communication and updates to be a standing order on the agenda so any information won't be missed and can be shared accordingly with members. **Action: LS** to add BC updates to the set committee agenda.

### 8. Trip update (SB)

All upcoming trips likely not to happen.

Still need to either get deposit back for July MEM or allow to be held for a later in the year booking.

Ex and Barle and winter season Dart bookings: need to keep an eye on these bookings to see if need to roll forward or reclaim money back.

## 9. Membership

AHO had realised the issue of membership fees and made a suggestion that due to shut club and greatly reduced offer likely this year needed to consider membership charge. Could run membership on a donation basis or a reduced rate this year to take also take into account hardship people might be facing.

BA suggested a deferral of payment. KB felt membership should continue as normal. Highlighting we are a members led club not a business and we are only as strong as the members who are willing to actively support the club. LS agreed with this rational and with membership continuing as normal but felt important to consider a reduced rate because it may help to retain members who really want to stay members but don't feel they can prioritise the club financially at this time. Concerns about delaying process, may lose members interest as lack of activity continues.

Discussion and vote around whether to delay or whether to continue in May. Split. Agreed to go ahead as normal but offer a 50% reduction in Membership. Discussion about whether we could do this. Need for an SGM or an AGM. Discussed not a change in subscription fees, but a pro rata freeze. BA said could offer everyone Associate membership agreed this wasn't open or transparent and would be problematic.

Agreed to go head with Proposal to offer half price membership this year (with half price concessionary rate). Agreed to put it as a proposal in NFC with opportunity for feedback and questions and if anyone requested an SGM then an SGM arranged. **Action** KB to draft NFC.

### **Further discussion to the meeting minuted here given short time scale:**

Additional email discussion during the week culminating in **zoom Meeting on Sunday 3<sup>rd</sup> May at 7.30 pm** attended by Hugh, Liza, Kate, Ben, Andrew, Caroline and Dan. Apologies from Steve who was doing much more worthwhile stuff being a Covid keyworker. (Thanks Steve, keep well).

Following on from a lot of email discussion around our capacity to make these proposals it was agreed that it needed to go to the membership. There was further discussion around whether this needed to be an SGM or an AGM. BA had strong views on the legality of making a change without an AGM or, if an SGM, then constitutional changes would be required before the decision could be made. Meeting was held to finalise approach.

LS proposed that we held the AGM in May, before the end of the membership year, which ends any further technical/interpretation disagreements. Members still members and voting, plus at AGM we can recommend any membership change. Avoids having to have two meetings in a short space of time as well. Subject to

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## 10. Any Other Business

### Website:

AHO has reopened the subscription list given we are no longer advertising or looking to run NMEs until there is a clear steer from BC and Govt on how/when we can reopen the club. So can contact interested people once things start to get going.

AHO is doing a rearrange of the website to bring somethings which are more important to the forefront and making it easier to find things. Will update as he goes on.

### Membership

Need to start preparing Webcollect for membership so ready to open when membership starts. Should be ready to open the day after the AGM.

Discussed need to delete members who have been inactive for 4 or more years. AHO to discuss with CW how best to do this. LS can advise on doing through Webcollect if needed.

**Next meeting:** AGM 28<sup>th</sup> May 2020.

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## Actions

### To do

KB to put safety policy on AGM agenda along with membership proposal, hardship fund and privacy proposal.

AHO to add to privacy policy that incident reports which include emergency call out or hospital visits will be shared with BC and to update privacy policy with recent changes for AGM.

LS to redraft risk assessment

LS to draft safeguarding statement.

CW/AHO to decide on how, and delete members who have been inactive for 4 or more years.

KB to put AGM notice in NfC

KB to draw up proposals for AGM

AHO to look at tech for AGM

DS to check out tax situation

New Committee to keep an eye on winter bookings to look if deposits can be got back or rolled forward.

LS to contact pool about bookings

LS to add BC updates to set agenda

BA to chase Lakes trip report

HE to attaché Kates sign to the cage

KB to contact IBC re: rent.

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### Done or no longer relevant

KB sent consultation respond to BC .

AHO/CW/LS to look into the info needed for our club affiliation and insurance renewal with BC – done see minutes.

KB/LS and all members to be asked to atten the BC meeting on the 19th of March at LV. – no longer relevant due to Covid.

KB to advertise the meeting at LV in NFC. – this was done

KB/AHO to liaise abut updating website subsidy info. – this is no longer relevant.

AHO to organise a train the trainers with IWWK volunteers – this is no longer relevant

AHO to update website as per changes agreed in special general meeting – this is no longer relevant.

KB and HE to consider how to communicate needing to check footplate on new Mamba – this is done. Notice on cage.

KB to draw up key tasks sheet for committee/handbook – This is no longer relevant.

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.

KB to add IWWk organising to the task list. This is no longer relevant.

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