

# Regents Canoe Club

## Committee Meeting Minutes



Monday 30<sup>th</sup> November 2020  
7.00 pm  
Zoom

### 1. Attendance and Apologies

Attendance: Dan Scott, Andrew Hughes-Onslow, Ben Ainsworth, Ben Landsberry, Mike Armstrong, Hugh Ellacott, Whitaker Sherk, Olga Beschastnykh

Apologies: Silvia Kerste, Steve Betts

### 2. Minutes of Last Meeting and Matter Arising

- Approved.

### 3. Finance Update (BA)

- BA stated that we were spending money faster than we were making it.
- BA said that Jenni had got as much money returned from trips as she could including from the YHA for the November Dart trip - £187.60.

### 4. Safety and Training Update (SB by email)

- "I have collated all the responses I have had for a) the outdoor first aid course and b) the bursary training requests. The document is attached."
- "I guess the bursary training requests are mostly dependent on what BC come back with."
- "If the committee are happy I can go ahead and set up the first aid training for January once I get the price/costs etc. Please let me know."
- "I have responded to all the requests with a message simply saying that these are expressions of interest only and that no actual courses are fixed as yet."
- AHO thought it would be better to move the training into February as it's likely we will be in tier 2 or lockdown. DS agreed and said we should have contingency planning for cancellation. AHO said there was a temporary stop gap training session if needed to maintain qualifications - search online under "top up" he thought. AHO said currently 10 people were on list to do the course so maybe we need to do 2 courses due to rule of 6. DS said we should ask SB about costings. BA said that last time we used a friend of SB and that they might be willing to do a deal this time.
- DS asked about other courses - are we just going to match make? AHO said we will have to wait until after COVID. He said the Trewern course can be done in a day but we need 2 courses. BC are doing the courses in an unofficial unlogged manner if needed.
- AHO BA DS said the core coaching course had 3 people booked including Steph.
- AHO asked if BC bursary funding was available. DS said there were no details but we've over estimated our needs probably like everyone else. BA pointed out our trips were much bigger than most. DS asked if we should ring fence money from the bursary for the courses. BA said no, it was our decision how we promote kayaking.
- AHO said he had sent an email about more formal BC requirements for trips. He thought we should see how things develop with BC but we will need to formalise

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everything up to grade 3. BA suggested actively campaigning at their AGM to stop BC changing rules.

### 5. Equipment Update (HE)

- HE checked about annual kit safety checks which is indeed in our policy so we will have to do an audit. He's done some of the work such as checking canal BAs although more is needed but will have to wait until after COVID. We need to ensure that people check their own kit. BA suggested we agree on a deferral of the audit for 6 months and this was agreed. It was also agreed DS should put an item in NFC reminding paddlers to check their own kit.
- HE has checked the kit RA and believes it is good.

### 6. Trips Update (SK via WhatsApp)

- "I've sent over the two risk assessments that were waiting action."
- "Lee Valley during lockdown informed us they would be closed, and we couldn't proceed with a site visit, so Whitaker and I ceased that process of hire."
- "Finally in terms of bookings of accommodations. All places have got back to us and confirmed they will pay back the deposit, or that they have postponed our trip to 2021. So no money should be at risk. I still need to check in with our treasurer to ensure we've received the deposits back we were supposed to receive. That's an action point for me."

### 7. Club Opening

- DS asked if we were reopening on Thursday. OB said Tejesh was on the rota and she would check with him. OB also said that at the last session on the 2nd November we had 4 or 5 paddlers. DS said we should open if possible and inform IBC. AHO was disappointed that IBC had not contacted us about rent decreases for lack of access. DS said he would check. HE WS OB DS agreed to liaise regarding opening and duty.
- OB asked about opening the changing rooms as it is so much colder esp. for people without spraydecks. She said that BC allow no more than 3 in the changing rooms. A general discussion agreed to not open changing rooms until we had confirmed this maximum number with IBC and BC.
- HE asked where the Hi Vis jacket had gone. It was not certain so HE said he would get a new one.
- DS asked if the duty rota was completed until the New Year. OB confirmed it was and said she would send an email to the people on the list.
- DS asked if our current system was compliant with tier 3. A general discussion agreed it was.

### 8. New Years Eve Paddle

- DS said 6 or 7 people had shown interest. OB asked if it was planned for daytime or evening. Agreed daytime was best.

### 9. Pool Sessions

- MA said he had contacted Jack Doyle at BLC before the last lockdown and they were open. They required a completed questionnaire, a RA and had various restrictions for groups up to 40. MA said he felt we should restart pool sessions as a better offer for

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new members who could not do leadership or other training. OB suggested we also allow spray deck tests for new members. BA said maybe we should do 1 session per month starting in January. OB said we should require pre-booking to control numbers. AHO suggested also making people prepay using Eventbrite. WS said she'd had to fill in a questionnaire for all indoor activity after COVID. BL suggested adding the questionnaire elements into Eventbrite booking. DS suggested getting a RA from the Civil Service Club.

- MA said hw would write an outline document and liaise with the committee to develop a plan and then if approved write a piece for NFC to gauge interest.

### 10. Insurance (MA)

- MA confirmed the equipment insurance had now been paid.
- MA said the latest indemnity insurance documents from BC, valid for 1 year but dependent on BC club affiliation, had been uploaded to RCC documents.

### 11. AOB

- BA asked about the Alps trip. He thought next summer we would be able to run a trip. He thought we should plan it with possibility of making it groups of 6. DS said that Jenni has said she would organise. BA said we should book now and maybe aim at July as OK water but quieter. BA also suggested doing a trip to the Pyrenees or Austria. This was agreed and BA said he would contact Jenni. BA suggested we make the trip a bit easier than normal if people are rusty.
- Xmas Party? A general discussion decided this would not be a good idea as Zoom parties were not fun.
- HE suggested we watch the BC webinars suggested by Clarissa. Subjects such as "Safety Checking Equipment" and "Insurance" are available. Said he would send the link again through email.
- WS suggested various other festive events such as getting a famous person to do a QA or maybe 2 experienced RCC members to do a 45 minute Zoom chat. OB said that with friends she had done 'co-watching' of online kayaking feeds and it was a lot of fun. DS suggested Mark Rowe to host. HE suggested we do a photo album of this year's Corona Paddling. WS said we could all send our pictures to her and she would collate. WS also said she would look into a fireside chat event. OB suggested a virtual curry QA.

### 12. Actions

- Actions outstanding
  1. MA get new mail box key.
  2. MA send DS AGM minutes
  3. SK to check with SB re Mile End Mill trip and report back to committee.
  4. DS add item in NFC about holiday closing.
  5. SK and WS to continue investigation into Lee Valley trip.
  6. (AHO long term to create simple version of BC Competency Framework)
- New Actions
  1. WS to collate Corona Paddling photo album of year.
  2. WS to investigate fireside chat or other virtual end of year event.
  3. BA to contact Jenni about organising Alps trip.

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4. MA to write proposal for reopening pool sessions.
  5. OB to send emails to people on Duty Rota about club reopening.
  6. HE to buy a new Hi Vis jacket.
  7. DS to inform IBC about club reopening.
  8. DS to ask IBC for rent reductions for closing.
  9. SK to check with BA about receipt of returned deposits for trips.
  10. DS to put item in NFC reminding paddlers to check their own kit.
- Done or No Longer Relevant
    1. BL to reduce WebCollect size and bill.
    2. WS HE DS SK to update RA.
    3. SK to postpone all trips before New Year for one year.
    4. BA to pay equipment insurance.
    5. BA to pay rent to IBC
    6. MA to check with BLC about boats location and BLC move.
    7. MA to confirm with Civil Service Canoe Club.
    8. MA to get new quote and invoice for equipment insurance.
    9. DS to check new BC funding email opportunities.
    10. HE / OB to write piece for NFC about paddle store tidying and locking.
    11. HE to check policy re annual kit safety check
    12. SB ? to change RA for canal sessions's changing rooms usage.
    13. SB to forward list of next year's trip dates.